

NOTICE

NO HAND CARRIED BIDS!

NO MAILED BIDS!

Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U.S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, as specified elsewhere in this solicitation, or at any other location in the U.S. Capitol Complex of buildings.

Due to these unusual circumstances the Procurement Division for the Architect of the Capitol will only accept offers/proposals via UPS or FEDEX at the address noted below. **All hand carried offers/proposals will be rejected.** Any attempt to hand carry an offer/proposal to any location in the U.S. Capitol Complex of buildings will be refused. See Section L of the solicitation for submission of offers.

All UPS and FEDEX deliveries are to be made to the Ford House Office Building at the following address:

Architect of the Capitol
Procurement Division
Ford House Office Building
Attn: Ms. Shola Matthews-Aroloye
Room H2-263 Bid Room
Second and "D" Streets, S.W.
Washington, DC 20515

NOTICE TO CONTRACTORS

The Architect of the Capitol anticipates that in 2006 the agency's contractors will have to register with the Central Contractor Registration (CCR) database. This is the primary vendor database for the U.S. Federal Government and the CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Registration in the CCR will become mandatory in order to be awarded contracts by the Federal Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

CCR validates the vendor information and electronically shares the secure and encrypted data with the federal agencies finance offices to facilitate paperless payments through electronic funds transfer (EFT).

The AOC is now encouraging all vendors to register with the CCR if they are not already registered. Vendors can register on line at <http://www.ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.

SOLICITATION, OFFER, AND AWARD Architect of the Capitol		1. REQUISITION NO. SB 070271	2. PROJECT NO.
3. CONTRACT NUMBER	4. SOLICITATION NUMBER RFP070105	5. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	6. TITLE: Janitorial/Custodial Servs. Senate Office Bldgs. 7. DATE ISSUED: 08/24/2007
8. ISSUED BY AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515		9. ADDRESS OFFER TO (If other than Item 8) AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION10. Sealed offers in original and 03 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 9 on 09/24/2007 at 2:00pm (local time).

CAUTION - LATE Submissions, Modifications, and Withdrawals: All offers are subject to all terms and conditions contained in this solicitation.

11. FOR INFORMATION CALL: Shola Matthews-Aroloye TELEPHONE NO.(NO COLLECT CALLS) 202-226-0641

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OFFER (Must be fully completed by offeror)

NOTE: Item 13 does not apply if the solicitation includes the provision titled Minimum Bid Acceptance Period.

13. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ CALENDAR days (60 CALENDAR days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

14. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS(%)	20 CALENDAR DAYS(%)	30 CALENDAR DAYS(%)	CALENDAR DAYS(%)
15. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

16A. NAME AND ADDRESS OF OFFEROR			CODE	17. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)	
16B. TELEPHONE NUMBER			16C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN	18. SIGNATURE	
AREA CODE	NUMBER	EXT.		19. OFFER DATE	

AWARD (To be completed by Government)

20. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:	21. ACCEPTED AS TO ITEMS NUMBERED	22. SUBMIT INVOICES VIA FAX FOR PAYMENT TO:	23. AMOUNT
24. NAME OF CONTRACTING OFFICER (Type or print) Shola Matthews		25. UNITED STATES OF AMERICA BY _____ (Signature of the Contracting Officer)	26. AWARD DATE

Section B - Supplies or Services and Prices/Costs

B.1

B.1 GENERAL PURPOSE:

The Contractor shall provide all labor, management, equipment, personnel and supplies as necessary to perform daytime policing and cleaning of public restrooms, certain shower/locker rooms and public areas throughout the Hart, Dirksen and Hart Senate Office Buildings (Senate Office Buildings). Contractor shall plan, schedule, coordinate and assure effective performance of all services by providing janitorial and related services in accordance with the requirements of this solicitation at the following locations comprising The Senate Office Building Complex :

Hart Senate Office Building - 2nd Street & Constitution Ave, NE
 Dirksen Senate Office Building - 1st Street & Constitution Ave, NE
 Russell Senate Office Building - Delaware & Constitution Ave, NE

The Base Year period of performance will commence on October 1, 2007 and end on September 30, 2008.

1. CLIN 1 is for the Base Year period of performance.
2. CLIN 2 is for Option Year period 1
3. CLIN 3 is for Option Year period 2
4. CLIN 4 is for Option Year period 3
5. CLIN 5 is for Option Period year 4

The Government intends to make a single award as a result of this solicitation and not multiple awards on per line item basis.

B.2

B.2 UNIT PRICES

The unit price shall include all costs associated with providing day time policing and janitorial services for all locations as indicated in the article SCOPE AND DESCRIPTION OF WORK in Section C, to include all labor, management, material, and equipment cost and any associated fees. The unit prices provided shall be fully loaded to include Overhead, General & Administrative, and Profit /Fee. The unit price shall take precedence over the total price.

BASE

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
1	BASE YEAR - 1 OCT 2007 THROUGH 30 SEPT 2008. PERFORM DAYTIME POLICING AND CLEANING AT THE SENATE OFFICE BLDG COMPLEX IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOW AND THE CONTRACT	Total : 12.00	MO	\$	\$

Description:

Lump-Sum Price for Base

\$

OPTION 1

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
2	OPTION PERIOD I - 1 OCT 2008 THROUGH 30 SEPT 2009. PERFORM DAYTIME POLICING AND CLEANING AT THE SENATE OFFICE BLDG COMPLEX IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOW AND THE CONTRACT	Total : 12.00	MO	\$	\$

Description:

Lump-Sum Price for Option 1

\$

OPTION 2

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
3	OPTION PERIOD II - 1 OCT 2009 THROUGH 30 SEPT 2010. PERFORM DAYTIME POLICING AND CLEANING AT THE SENATE OFFICE BLDG COMPLEX IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOW AND THE CONTRACT	Total : 12.00	MO	\$	\$

Description:

Lump-Sum Price for Option 2

\$

OPTION 3

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
4	OPTION PERIOD III - 1 OCT 2010 THROUGH 30 SEPT 2011. PERFORM DAYTIME POLICING AND CLEANING AT THE SENATE OFFICE BLDG COMPLEX IN ACCORDANCE WITH THE	Total : 12.00	MO	\$	\$

REQUIREMENTS OF THE SOW AND THE CONTRACT				
Description:				

Lump-Sum Price for Option 3

\$

OPTION 4

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
5	OPTION PERIOD IV - 1 OCT 2011 THROUGH 30 SEPT 2012. PERFORM DAYTIME POLICING AND CLEANING AT THE SENATE OFFICE BLDG COMPLEX IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOW AND THE CONTRACT	Total : 12.00	MO	\$	\$
Description:					

Lump-Sum Price for Option 4

\$

Lump-Sum Price for All Options

\$

Lump-Sum Price for Base and All Options

\$

Section C - Description/Specifications/Statement of Work

C.1-C.10

SECTION C.1 - SCOPE OF WORK:

The Contractor shall provide the management, supervision, manpower, equipment and supplies (except as indicated) necessary to provide custodial and related services as described herein.

SECTION C.2 CONTRACT EFFORT REQUIRED:

A. All work shall be performed Monday through Friday, Federal holidays excluded, unless specifically approved or requested by the Contracting Officer's Representative (COTR).

B. The Contractor shall provide services, excluding Federal Holidays, between the hours of 8:00 A.M. and 7:00 P.M.

C. Cleaning shall be provided as follows:

1) Contractor is responsible for cleaning and servicing public restrooms/shower/locker rooms, and all public areas including exterior entrances, lobbies, corridors, stairways, and elevators.

2) Services include: vacuuming, sweeping, mopping, trash removal, empty and clean public ash trays/urns, interior/exterior windows (public areas only), dusting, disinfecting, descaling, cleaning water fountains, mirrors, glass, cleaning entryways and mats, stairways, spot cleaning, metal polishing (i.e., water fountains, faucet fixtures), and stock supplies in restrooms and shower/locker rooms.

3) Contractor is also responsible for performing cleanup work made necessary by toilet floods, spills, vandalism and similar occurrences.

SECTION C.3 - SUPERVISION:

A. Project Manager

1) The Contractor shall designate, in writing, one Project Manager five (5) days prior to the contract start date. The Project Manager shall be a management-level employee who serves as the Government's principal point of contact, and can act on behalf of the Contractor on all matters related to the administration, performance, and quality control aspects of this contract.

2) The Project Manager engaged in directing work under this contract shall possess, as a minimum, five years of experience within the past eight years in directing cleaning-type operations similar in size and complexity to the buildings to be cleaned under this contract. The Project Manager must be able to read and speak the English language fluently.

3) A detailed resume containing the information specified below must be submitted to the CO for approval prior to the assignment of any Project Manager. This applies to the initial and any replacement Project Manager.

a. The full name of the proposed Project Manager.

b. A five (5) year detailed description of employment history.

c. The names and addresses of the companies for whom the proposed Project Manager worked, along with the

names and telephone numbers of his or her immediate supervisor.

4) The Project Manager shall refrain from performing productive labor tasks.

B. On-Site Supervisor(s)

1) All on-site supervisors engaged in directing the work to be accomplished under this contract shall possess, at least two years experience (within the last 5 years) in directing cleaning-type operations in a supervisory capacity for buildings of the approximate size and occupancy level of the buildings to be cleaned under this contract.

2) On-site supervisor(s) shall have the authority to accept all service requests, notices of deduction, inspection reports, and all other correspondence on behalf of the Contractor.

3) All supervisors shall have the ability to read, write, speak and understand English clearly. At least one supervisor shall be present at the work site at all times when contract work is in progress.

4) The on-site supervisor(s) shall perform duties related to client needs and remain on site at all times while contract work is performed.

5) The on-site supervisor(s) shall refrain from performing productive labor tasks.

6) The Contractor shall furnish to the COTR in writing, at least five (5) working days prior to the contract start date, the names, telephone numbers, and addresses of on-site supervisor(s).

7) It is the policy of the AOC that Government direction or supervision of contract employees, directly or indirectly, shall not be exercised.

SECTION C.4 - QUALIFICATIONS OF PERSONNEL:

A. The personnel employed by the Contractor shall be capable employees, trained and qualified in custodial type work. All personnel will receive close and continuing first-line supervision by the Contractor.

B. The personnel employed by the Contractor shall be trained in custodial type work. The building shall be fully staffed beginning the first day of work under the contract. Initially not less than 50% of staff should be trained and experienced cleaning personnel. The remainder of the staff should be fully trained and qualified within 30 days after initial start date. The Contractor's employees shall be familiar with and trained on the procedures to follow in the event of fire or other emergency, including pulling fire alarms when necessary. Contractor coordinates this training with COTR and all contract employees will receive within 30 days after assignment of duty. Contract personnel must also be cognizant of the Occupant Emergency Plan (OEP).

C. Blood bore Pathogens. OSHA 29 CFR 1910.1030 requires employers having employees occupationally exposed to blood or other potentially infectious materials to develop and implement a program designed to protect exposed employees from these hazards.

1) The Contractor shall develop an Exposure Control Program fully compliant with OSHA requirements, including employee training, control procedures, and availability of immunizations. A copy of this document shall be provided to the COTR within 30 calendar days following award of the contract, or 30 calendar days prior to start of work (whichever is later), as well as a copy maintained at each building/facility encompassed by this contract. This document shall be kept continuously up-to-date.

2) The Contractor shall ensure all employees who are involved with work covered by the OSHA regulation are properly trained in exposure control practices and procedures. Documentation of this training shall be provided to the COTR within 30 calendar days following award of the contract, or 30 calendar days prior to start of work.

(whichever is later), as well as a copy maintained at each building/facility encompassed by the contract.

3) Asbestos Training. Contractor shall ensure that all cleaning staff has received asbestos awareness training equivalent to the 2-hour training suggested through the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). Such training is directed at: where asbestos may exist in any building and where it exists in the specific building covered under this contract, describing in simple laymen's terms the health affects of asbestos exposure, describing the kinds of controls needed to handle asbestos safely and explaining notification procedures employees should engage in once damaged asbestos has been observed or suspected. Contractor shall also provide OSHA training to employees and/or supervisors as appropriate to the work being performed. This may include but not necessarily be limited to: hearing protection (for very loud equipment operation), respiratory protection (for excessive chemical or dust exposures), personal protective equipment (e.g., gloves, goggles, etc.), hazard communication (danger awareness of chemical usage).

4) Contractor shall provide the AOC proof of all such safety and/or asbestos training provided to their employees and/or supervisors. Such training proof shall also be furnished whenever a new employee has been hired. Failure to provide appropriate training could result in the Contractor or their employees being prohibited from performing some associated tasks. Please provide certification to the COTR of this training 5 days before employee enters on duty.

SECTION C.5 - SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES:

A. Furnished by the Government

1) The Architect of the Capitol shall furnish the following supplies necessary for the maintenance of restrooms: C-fold paper towels, toilet paper, sanitary napkins, soap, toilet seat covers and roll paper towels.

2) Electrical power at existing outlets will be furnished to the Contractor for the operation of such equipment necessary for the effective performance of the contract work. Portable cords for power-operated equipment shall be properly grounded and installed as approved by the Architect of the Capitol. The Government will not be held responsible for power outages.

3) Hot and cold water is also provided from existing outlets. No new supply locations or special temperature sources of hot or cold water will be provided.

a. The Contractor shall protect from damage all existing outlets for utilities and shall repair any damage to these facilities resulting from failure to comply with the requirements of the Contract, or failure to exercise reasonable care in performing the work.

b. If the Contractor fails or refuses to repair damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

c. The Contractor shall use all reasonable care to conserve the utilities provided.

4) Janitors closets, where available, shall be kept clean by the Contractor. Closets shall not be used for storage.

B. Furnished by the Contractor:

1) The Contractor shall furnish all supplies, materials, equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein. Training shall include all applicable OSHA and other related standards. The Contractor shall furnish Material Safety Data Sheets (MSDS) for any materials used in the performance of this contract five days prior to the contract starting date. Contractor shall maintain the MSDS in a location accessible to all employees and will advise COTR of the location and be available for inspection by COTR on request. The AOC encourages Contractors to use recycled products to the

greatest extent possible.

2) Materials or supplies shall not be used in performance under this contract (or placed or stored on Government property) until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or Warning labels) have been obtained by the Contractor and approved by the COR prior to their use. The Contractor shall not use any material which the COTR determines would be unsuitable for the purpose or harmful to the surfaces to which applied. The use of caustic (acid-based cleaners will not be approved). The use of aerosol cleaners will not be approved. Costs for correcting damage caused by misused materials will be borne by the Contractor.

3) Equipment: The Contractor shall furnish all equipment needed for the performance of the work of this contract. (Government will provide some equipment, see next page. All equipment must be properly guarded and meet all applicable OSHA standards. If a piece of equipment needs repair or breakdowns (i.e.: batteries need re-charging) and/or is determined unsafe by the COTR, the Contractor shall immediately stop using the equipment. Defective equipment shall be repaired or replaced by Contractor within 72 hours. If the equipment is not repaired within 72 hours, another Contractor will be brought in to perform the work and the costs charged back to this contract.

4) Uniforms: The uniform shall have the Contractor's name, easily identifiable, affixed thereon in a permanent or semi-permanent manner such as a badge or monogram. Employees shall wear uniforms consisting of shirts and trousers, coveralls or smocks for men and dresses, skirts and blouses, slacks or smocks, as appropriate, for women. Any color or color combination, as appropriate, may be used for the uniforms. Employees shall be required to dress neatly, commensurate with the tasks being performed. COTR will determine acceptability of the uniform. Every employee, including supervisors, must be in uniform on the first day of employment.

5) Telephone: The Contractor shall provide at its own expense Nextel telephone service that includes the Direct Connect feature. As a minimum Key personnel (Project Manager, Supervisor, Custodial Team Leaders, etc.) must be equipped with a telephonic device.

6) As a minimum the Project Manager and On-Site Supervisor(s) shall carry a Nextel telephone while on duty and provide the COTR with the cell phone numbers and shall respond within 30 minutes during work hours. The Contractor will immediately notify the COTR of any changes in any of these telephone numbers.

SECTION C.6 - SUBCONTRACTING:

The Contractor must perform all work included in this specification. The use of Subcontractors is not allowed.

SECTION C.7 - SUBMITTALS:

A. CLEANING FREQUENCY SCHEDULE

The Contractor shall submit a proposed Cleaning Frequency Schedule (CFS) as part of its proposal. A final Cleaning Frequency Schedule must be submitted within 5 working days of contract start date.

B. STAFFING PLAN

1) Prior to start of work the Contractor shall prepare and furnish a staffing chart including names, positions, and scheduled work hours of each employee.

2) Any changes to Key personnel must be approved by the Contracting Officer. An updated Staffing Chart must be submitted to the COTR within two business days of any change.

C. SAFETY

The applicable Occupational Safety and Health Act (OSHA) standards will be mandatory for this contract. The Contractor shall comply with all Federal, State and Local laws concerning safety. Contractor shall manage all task and personnel, to ensure the safety of building occupants, base personnel, or visitors in or near the areas. The Contractor must provide a Safety Plan to the COTR for review and the plan must be implemented to ensure all personnel are aware of the safety requirements and traffic laws. Contractor shall ensure that personnel are properly trained on the equipment they are tasked to operate and are using all appropriate personal protective equipment. Contractor shall ensure that personnel adhere to all posted speed limits while on the Capitol Complex.

D. SUPPLIES

The Contractor shall submit with its proposal an inventoried list of all supplies, materials, or cleaning solutions it proposes to utilize in the performance of this contract. This list shall include the brand name of the products, manufacturer's name and address, and their intended use. MSDS sheets must be included for all proposed chemicals. The Government reserves the right to reject any proposed supplies, materials, or cleaning solutions.

SECTION C.8 - CUSTODIAL QUALITY ASSURANCE PLAN

General: The procedures and methods established in this Quality Assurance Plan will serve as a guide for all parties involved to ensure that tenants and the AOC receive the services paid for and specified in this contract.

A. Partnering. In order to have an effective contract administration program that also ensures a successful business relationship between AOC and the Contractor, all parties involved in the service delivery process must work as a team and foster open and honest communication at all times. Close coordination and active cooperation on a continuous basis between the Contractor and those representing the CO are necessary to ensure a clean, safe and healthy working environment, and a well maintained and operated building.

B. AOC/Contractor Meetings. An initial step in avoiding disputes and claims is to settle minor problems and misunderstandings at the lowest possible level. Accordingly, the Contractor or the Contractor's on-site representative shall meet with the COTR or his representative frequently, weekly during the first six (6) months of the contract. Thereafter, meetings shall be as often as necessary at the discretion of the COTR, but not less than once per month. A mutual effort shall be made to resolve all problems identified during these meetings.

C. Specific topics to be addressed by the COTR or his representative during the regular weekly meeting to determine Contractor responsiveness may include such areas as: Effectiveness of Quality Control Plan; performance evaluation; corrective action plans; and proposal submittals for extra services.

D. Performance Evaluation. Both the Contractor and the Government, at the time of contract award, have agreed upon all terms and conditions as stated in the contract. During the life of the contract, performance will be documented by means of the written inspections, minutes of meetings, AOC/customer surveys and records that will be retained as part of the official contract file.

E. Effectiveness of Quality Control. The COTR shall assess the effectiveness of the Contractor's Quality Control Program through review of reports required of the Contractor, service delivery information, customer interaction, and by means of AOC inspections. The quality and timeliness of the Contractor's performance of the scheduled program, service call responses and occupant feedback program will be used to assess the overall service delivery.

F. Customer Survey. The Contractor must develop a Tenant Quality Assessment Form for tenant comments on their satisfaction with services provided. These forms are to be reviewed by the COTR and distributed to

randomly selected tenants for whom services have been provided. The results of these surveys must be submitted to the COTR monthly.

G. Progress Report. The Contractor shall submit a quarterly self-evaluation report to the COTR detailing the quality of service provided during the prior quarter. This report shall include as a minimum, the result of the quality control inspections, an explanation of efforts taken in the prior quarter to improve service and efforts planned for the present quarter to improve quality.

SECTION C.9 - QUALITY REQUIREMENTS Performance Based

1. Custodial Requirements for Restrooms, Showers and Locker Rooms

A. General Appearance. The Contractor shall maintain restrooms in a neat, clean, odor free condition. The Contractor shall monitor all rest rooms, as needed, to ensure that each is maintained in this condition. Floors and other surfaces shall be kept free of paper, trash, empty bottles, and other discarded materials. As needed, additional paper and soap products shall be installed into their respective dispensers to meet the level of demand; however, these materials shall not be stockpiled in rest rooms beyond the capacity of their dispensers unless specifically directed to do so by the CO for a special event.

B. Floors. Floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and shall present an overall neat appearance. Walls, baseboards, and other surfaces shall be free of splashes and markings, and the finished area shall have a uniform luster.

C. Fixtures. The Contractor shall use an approved, Environmental Preferred Product (EPP) material or disinfectant-type cleaner to clean fixtures. All fixtures and metal surfaces (i.e., washbasins, urinals, toilets, shower stalls, mirrors, waste receptacles, shelving and dispensers) shall be maintained with no visible dust, spots, stains, rust, mold, encrustation, or excess moisture. The Contractor shall also notify the COTR of damaged or unusable dispensers.

D. All Surfaces. Surfaces include stall partitions, doors, walls, window frames, sills, air-return, vents, and wastepaper receptacles. All dirt, dust, water stains, spots, streaks, and smudges marks, graffiti, or spots shall be removed from these surfaces without causing unsightly discoloration. There shall be no residual oils, stains, spots, or streaks on cleaned surfaces resulting from the Contractor's cleaning tools or materials. The CO shall be notified immediately whenever graffiti cannot be removed. Corners, crevices, moldings, and ledges shall be free of visible dirt and dust.

E. Waste Receptacles. All waste receptacles shall be emptied and kept clean to avoid overflow and to maintain acceptable sanitary conditions. All dispensers (e.g., paper towels, soap, toilet paper, and seat-cover liner) shall be refilled as needed to assure an adequate supply is available at all times. Each sanitary-napkin receptacle shall be emptied to avoid overflow, cleaned, disinfected, and provided with a replacement liner.

2. Custodial Requirements for Main Entrances/Lobbies, Corridors and Guard Booths.

A. General Appearance. All door, door thresholds, glass entrances and lobbies, (including glass at the library entrance) shall be cleaned and left free of dirt, grime, dust, streaks, stains, spills, water marks and spots and be unclouded and maintain the bright, lustrous appearance of the kick plates, push plates, push bars, handrails, doorknobs, and other metal surfaces. Metal doorknobs, push bars, kick plates, railing, and other metal surfaces shall be cleaned and polished. Metal surfaces shall be free of visible dirt, smudges, and residue, and free of any unsightly discoloration. All entrances, lobbies, and corridors shall meet the requirements of Cleaning Makes Sense for executive cleaning.

B. Waste Receptacles. All trash receptacles in the main Corridors shall be emptied to prevent overflow, the chrome (or finished) exteriors cleaned to maintain their bright, lustrous appearance, and properly positioned. Receptacles shall be cleaned and free of odor and shall be emptied to prevent overflow and all trash (bulk)

generated in each room shall be collected and removed. Carts and containers used for the collection and/or storage of waste material shall be constructed of noncombustible or flame resistant and, within established guidelines for recovered/recycled materials. Wastebaskets shall be cleaned as needed, to maintain a clean, odor free and neat appearance. A supply of additional trash containers shall be available for special bulk-trash requests and special events. All trash shall be transported and loaded into the trash compactors.

C. Floor Care. All floors and floor coverings shall be clean and free of debris and spills. The Contractor is responsible for spot sweeping or mopping and vacuuming as appropriate.

D. Glass. Both sides of entrance door glass, and the glass surrounding entrance doors to the height of the doors, shall be maintained and left free of dirt, grime, dust, streaks, water marks and spots, and shall be unclouded.

E. Wood Surfaces. Wood handrails, doors, and other wood surfaces shall be cleaned and polished. Marks and spots shall be cleaned off walls (including marble and wood panels), and all surfaces shall be free of visible dirt, smudges, and residue, and be free of any unsightly discoloration.

F. Recycling Receptacles. Metal and plastic containers used to collect materials for recycling shall be wiped clean. Surfaces shall be free of visible dirt, smudges, or streaks. The Contractor shall report missing receptacles or ones in need of replacement due to deficiency in the daily report according to C.16. All recyclables shall be transported and loaded into the proper containers located at the designated location in the parking lot.

3. Custodial Requirements for Stairways.

General Appearance. Stairways shall be monitored and, as necessary, cleaned to remove any obvious dirt, spills, and debris. Stair landings and steps shall be cleaned so the landings and all treads are free of any visible dirt, dust, and other foreign matter.

4. Custodial Requirements for Exterior Areas (entrances) as needed.

General Appearance. Exterior entrance areas shall be free of trash, gum, grease, tar, oil spots, debris, foreign matter etc., and shall present an overall appearance of cleanliness. No dirt shall be left in Corners or crevices.

SECTION C.10 - MISCELLANEOUS REQUIREMENTS:

A. Lights shall be used only in areas where, and at the time when, work is actually being performed. Turn off unnecessary lights.

B. The workers will not adjust mechanical equipment controls for heating, ventilation and air conditioning systems.

C. Water faucets or valves shall be turned off after the required usage has been accomplished.

D. Windows shall be closed and lights and fans turned off when not in use.

E. Organize and train employees to participate in building fire and civil defense drills. Report fires, hazardous conditions, and items in need of repair to the COTR.

F. Lock rooms in security areas after cleaning and return keys to designated office.

G. Turn in lost and found articles to COTR.

H. Assign sufficient daytime staffing to be responsive to complaints related to cleaning.

I. Notify any Capitol Police Officer on duty when an unauthorized or suspicious person is seen on the

Section D - Packaging and Marking

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Section E - Inspection and Acceptance52.252-2 Sec. E

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of clause)

3

Clauses By Reference

Clause	Title	Date
52.246-4	Inspection Of Services--Fixed Price	11/08/2006

Section F - Deliveries and Performance

4

AOC52.211-4

Term of Contract (Jan 2007)

The term of the basic period of contract performance shall be 01 October 2007 through 30 September 2008 with 4-one year optional periods.

(End of clause)

52.242-15

Stop-Work Order (Aug 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)

Section G - Contract Administration Data

5

AOC52.201-1

Contracting Officers Authority (Jun 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

AOC52.201-2

Contracting Officers Technical Representative (COTR) (Mar 2005)

The Government shall provide the name, address and telephone number of the COTR at the time of contract award and the duties thereby delegated to that person. Any subsequent change to the individual or the individual's responsibilities will be confirmed in writing by the Contracting Officer. In no instance will the COTR be delegated authority to order any change in the contractor's performance which would affect (a) cost or schedule for contracts for services or supplies, or (b) scope, the completion date for intermediate phases or milestones, or overall completion date for contracts for construction.

(End of clause)

AOC52.211-1

KEY PERSONNEL (Apr 2007)

(a) The Contractor shall assign to this contract the following key personnel as proposed in the Contractor's technical proposal:

Name: _____

Title: _____ Telephone No. _____

Name: _____

Title: _____ Telephone No. _____

Name: _____

Title: _____ Telephone No. _____

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by Paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by Paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

(d) The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

(e) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.211-2

Approval of Substitute Contractor Personnel (Jun 2004)

(a) During the first ninety (90) days of performance, the Contractor shall make no substitutions of personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (b) below. After the initial 90-day period, the Contractor shall submit the information required by paragraph (b) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(b) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced.

(c) This paragraph applies only to a labor hour or time-and-materials contract. The Unit Price (hourly labor rate) for the approved substituted personnel shall remain the same as the rates of the relevant labor category, in the applicable Base Year or any of the subsequent Option Years (see the SCHEDULE OF ITEMS in Section B).

(d) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.223-5

Special Security Requirements - Services (Jun 2007)

(a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.

(d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street SW, Washington, DC 20003.

(e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.

(f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(g) An identification card, with photograph, will be prepared for each employee of the Contractor requiring access to the site. The identification card shall be dated to indicate the period of time for which it is to remain valid - from the date the employee reports for duty until the applicable date which occurs first: the expiration of the contract, or the last date of the employee's tour of duty with the

Contractor. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.

(h) The Contractor is fully responsible to return:

- (1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;
 - (2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and
 - (3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.
- (i) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (f) above to the Contracting Officer's Representative.
- (j) The Contractor's failure to return any ID badge, access card, or key issued under this contract or order shall result in a deduction of \$100.00 from the contract per ID badge, access card, and/or key not returned.

(End of clause)

AOC52.223-7

Special Security Clearance and Inspection Procedures (Jun 2004)

- (a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of the work will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police. See the attachment entitled U.S. CAPITOL POLICE NOTICE in Section J for instructions prior to delivery.
- (b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to entry into the building.

(End of clause)

AOC52.223-8

DELIVERY VEHICLE INSPECTION REQUIREMENTS (Apr 2007)

- (a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.
- (b) Mobile Vehicle and Cargo Inspection System (Mobile VACIS). All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the Mobile VACIS located at Third and Pennsylvania Avenue, NW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.
- (c) 4700 Shepherd Parkway SW inspection facility. All other vehicles making deliveries to the above listed locations except for the U. S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington, DC 20032.
- (d) For all deliveries within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:
 - (1) List of drivers;
 - (2) Date of birth for each driver;
 - (3) Social Security Number of each driver;

- (4) Vehicle make;
- (5) Vehicle model;
- (6) License tag number and state where vehicle is licensed;
- (7) Color of vehicle; and
- (8) Contractor name, if shown on the vehicle.

(e) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728. Updates to the information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

(f) Information for deliveries made through the Shepherd Parkway facility must be faxed to (202) 226-0571. For verification of receipt, the contractor may call (202) 226-0905. Updates to the information must be renewed April 30, August 31, and December 31 of each year and provided to the U. S. Capitol Police whenever repetitive deliveries are anticipated.

(End of clause)

AOC52.242-2

AOC52.2242-2 CONTRACTOR PERFORMANCE EVALUATIONS (DEC 2006)

At the conclusion of contract performance and/or at any point during the performance of this contract, the AOC may elect to evaluate the Contractor and submit a final or interim performance evaluation into the appropriate on-line database designated as the repository of Contractor evaluations for the Federal Government. Any evaluation submitted shall include input from the Contracting Officer's Technical Representative and other agency personnel, as appropriate, and the Contracting Officer. The Contractor shall have the opportunity to review any evaluations and submit supporting information for any differing of positions between the Contractor and the AOC in accordance with the protocol established by the specific on-line database.

(End of clause)

Section H - Special Contract Requirements

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Section I - Contract Clauses

52.252-1

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of provision)

52.252-2 Sec. I

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of clause)

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52.217-7

Option for Increased Quantity--Separately Priced Line Item (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within sixty (60) days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-8

Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

(End of clause)

52.217-9

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60-Days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60-months.

(End of clause)

52.222-42

Statement of Equivalent Rates for Federal Hires (May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:

It is not a Wage Determination

Employee Class	Monetary Wage - Fringe Benefits
WG-2	\$16.53
WG-3	\$20.73.

(End of clause)

52.237-2

Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

(End of clause)

52.242-13

Bankruptcy (July 1995)

In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor agrees to furnish, by certified mail or electronic commerce method authorized by the contract, written notification of the bankruptcy to the contracting officer responsible for administering the contract. This notification shall be furnished within five days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of government contract numbers and contracting offices for all government contracts against which final payment has not been made. This obligation remains in effect until final payment under this contract.

(End of clause)

52.246-20

Warranty of Services (May 2001)

(a) *Definition.* "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in

workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor

[Contracting Officer shall insert the specific period of time in which notice shall be given to the Contractor]

This notice shall state either--

(1) That the Contractor shall correct or reperform any defective or nonconforming services; or

(2) That the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

(End of clause)

AOC52.202-1

Definitions (Jun 2004)

(a) The term "head of the agency" as used herein means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The term "other authority" as used in this paragraph includes the Contracting Officer in cases in which he has final jurisdiction or supervision over the work involved.

(b) The term "Architect" as used herein means the Architect of the Capitol.

(c) The term "Contracting Officer" as used herein means the Architect of the Capitol or his duly authorized representative.

(d) The term "his duly authorized representative" as used herein means any person or persons or board authorized to act for the head of the agency within the scope of their authority.

(e) Except as otherwise provided in this contract, the term "subcontracts" includes purchase orders placed for performance under this contract.

(End of clause)

AOC52.203-1

Advertising/Promotional Materials (Dec 2005)

(a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.

(b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.

(c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the Contracting Officer for approval prior to publication.

(d) If this solicitation is for supplies or services, including construction, to be provided to or performed for the United States Supreme Court, the Contractor, by signing this contract, agrees that he or she will not advertise the award of the contract in his/her commercial advertising in such a manner as to state or imply that the Supreme Court of the United States endorses a product, project, or commercial line of endeavor.

(End of clause)

AOC52.203-2

Disclosure of Information to the General Public (Jun 2004)

(a) Promptly after receiving any request from the general public for information on or data derived from this contract, the contractor shall notify the Architect of the Capitol, Procurement Division. The contractor shall cooperate with the Procurement Division in compiling or collecting information or data if the Architect of the Capitol determines the information or data to be releasable.

(b) General public, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

(End of clause)

AOC52.203-4

Dissemination of Contract Information (Nov 2004)

Unless otherwise provided in this contract, the Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results of, conclusions made pursuant to, or performance under this contract without prior written consent of the Contracting Officer, until such time as the Government may have released such information to the public.

(End of clause)

AOC52.203-5

Confidentiality Requirement (Nov 2004)

The Contractor agrees that any information supplied by the Architect to the Contractor shall be considered confidential and/or proprietary, and agrees to hold such information in confidence. The Contractor further agrees not to disclose such information to a third party without the prior written consent of the Architect.

(End of clause)

AOC52.204-1

Printed or Copied Double-sided on Recycled Paper (Jun 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied double-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

AOC52.204-4

AOC52.204-4 Personal Identity Verification of Contractor Personnel (Jun 2007)

By entering into this contract, the Contractor agrees to comply with all Federal laws that apply to the Contractor's activities, including but not limited to the U.S. Citizenship and Immigration Services' requirement to maintain a signed copy of I-9 Employment Eligibility Verification for each employee in accordance with 8 U.S.C. 1324(a).

(End of clause)

AOC52.207-1

Right of First Refusal of Employment (Jun 2004)

- (a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.
- (b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separate as a result of award of this contract.
- (c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

(End of clause)

AOC52.215-10

Examination of Records (Jun 2004)

- (a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.
- (b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.
- (c) The term subcontract as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)

AOC52.216-1

Economic Unit Price Adjustment (Jun 2004)

- (a) The Contractor shall promptly notify the Contracting Officer of the amount and effective date of each decrease in any applicable established price. Each corresponding contract unit price shall be decreased by the same percentage that the established price is decreased. The decrease shall apply to those items delivered on and after the effective date of the decrease in the Contractor s established price, and this contract shall be modified accordingly.
- (b) If the Contractor s applicable established price is increased after the contract date, the corresponding contract unit price shall be increased, upon the Contractor s written request to the Contracting Officer, by the same percentage that the established price is increased, and the contract shall be modified accordingly.
- (c) The Contractor agrees to provide the Government, as represented by the Architect, with a minimum of three (3) calendar days written notice, prior to the effective date of a unit price adjustment, of a proposed price increase or decrease, as defined above. Any increase or decrease shall apply to deliveries made on or after the effective date of such increase or decrease in unit price.
- (d) Upon receipt of the written notice of a proposed increase in unit price, as required above, the Government shall either make payment to the Contractor on basis of the unit price, increased as stated in such notice, for deliveries made on or after the stated effective date, or shall terminate the contract forthwith by written notice to the Contractor, without liability to either party.

(End of clause)

AOC52.219-1

Utilization of Small Business Concerns (Aug 2004)

- (a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.
- (b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the

Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

AOC52.222-3

Convict Labor (Jun 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082(c)(2).

(End of clause)

AOC52.222-4

Overtime Work (Aug 2004)

No extra reimbursement will be allowed for work performed outside regular working hours or on Saturdays, Sundays, or holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, unless such work is authorized by the Contracting Officer; and provided such work is not otherwise required to be performed under the terms of the contract. If said authorization is verbal, with written verification thereof by signature of the Contracting Officer on the employee's weekly time record (see AOC52.232-2, Payments - Services or AOC52.232-3, Payments - Services Utilizing Time Records).

(End of clause)

AOC52.222-5

Collective Bargaining Agreements (Jun 2004)

The Contractor shall comply with the requirements of Paragraph 52.222-41(m), Service Contract Act of 1965, as amended, regarding collective bargaining agreements. The information required shall be FAXED to 202-225-3221 or hand carried to: Procurement Division, Room H2-263, Ford House Office Building, 2nd and "D" Streets, S.W., Washington, D.C. - 20515. The agreement can also be FEDEXed to the following address:

Architect of the Capitol
Procurement Division
Ford House Office Building
Attn: MS. SHOLA MATTHEWS-AROLYOYE
Room H2-263
Second and D Streets, S.W.
Washington, DC 20515

(End of clause)

AOC52.223-4

Transmission or Posting of Drawings/Specifications (Jun 2004)

Due to security issues, the contractor is strictly prohibited from placing or transmitting drawings and specifications on the internet or modem without express permission from the Architect of the Capitol.

(End of clause)

AOC52.223-9

Accident Prevention and Safety and Health Programs (Sep 2004)

(a) The Contractor shall comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein.

(b) The Contractor shall also comply with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations.

(c) The Contractor shall bring to the attention of the Architect any work encountered that may involve entry into a suspected confined

space as defined by OSHA. A determination will be made by the Architect, and if the areas is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.

(d) In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to stop work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to stop the work to the Contractor formalizing the specifics of the verbal stop work order.

(e) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(End of clause)

AOC52.223-10

Affirmative Procurement of Biobased Products under Contracts for Services and Construction (Mar 2007)

(a) *Definition.* "Biobased product" (7 U.S.C. 8101(2)) means a product determined by the U.S. Department of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

(b) In the performance of this contract, the contractor shall make maximum use of biobased products that are USDA-designated items unless the product cannot be acquired --

(1) Competitively within a time frame providing for compliance with the contract performance schedule;

(2) Meeting contract performance requirements; or

(3) At a reasonable price.

(c) Information about this requirement and these products is available at <http://www.biobased.oce.usda.gov/>.

(End of clause)

AOC52.228-2

Insurance - Work on a Government Installation (Jul 2005)

(a) The Contractor shall, at his own expense, provide and maintain during the entire performance of this contract at least the kinds and minimum amounts of insurance as required in this clause.

(b) Within twenty (20) calendar days after the date of contract award or before commencing work under this contract, whichever is earlier, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. A Certificate of Insurance evidencing the Contractor's compliance with the requirements of this clause, identifying all policies of insurance and sureties proposed for the provision of liability coverage pertinent to the work of the instant contract, including the endorsement required in this paragraph, and manually countersigned by an authorized representative of the insurance company shall be submitted in accordance with the time frame stated in this paragraph. All policies for liability protection, bodily injury, or property damage shall include the United States of America, acting by and through the Architect of the Capitol, as an additional insured with respect to operations under this contract. Each policy of insurance shall contain the following endorsement, which may be attached as a rider:

"It is understood and agreed that the Contractor's Insurance Company or surety shall notify the Architect of the Capitol, in writing, thirty (30) calendar days in advance of the effective date of any reduction in or cancellation of this policy."

(c) Insurance and required minimum liability limits are:

(1) Appropriate bodily injury and property damage liability insurance, with limits of not less than \$500,000 for each occurrence and \$2,000,000 for annual aggregate, including requirements for protection of hoisting and scaffolding operations, when applicable, and servicing areas adjacent to the building;

(2) Automobile bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property liability insurance, with a limit of not less than \$20,000 for each accident. A combined single limit for these coverages is acceptable; and/or

(3) Workmen's compensation insurance as required by the laws of (1) the District of Columbia for work performed on a Government

site located in the District of Columbia; (2) the State of Maryland for work performed on a Government site located in Maryland; or (3) the Commonwealth of Virginia for work performed on a Government site located in Virginia.

(d) The Contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation, and shall require subcontractors to provide and maintain the insurance required in this clause. The Contractor shall maintain a copy of all subcontractors proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

AOC52.228-4

Indemnification and Hold Harmless Agreement (Jun 2004)

The Contractor agrees to indemnify and hold the Government harmless against any and all claims for damages to persons or property from any cause or causes whatsoever arising out of the performance of services covered by the contract; including, but not limited to, errors, omissions or negligent acts of the Contractor, but excluding active negligence of the Government, and against any and all costs, expenses, attorney's fees, and liability incurred by the Government in defending against such claims, whether the same proceed to judgement or not. In the prosecution of any successful claim or suit by the Government for the enforcement of this contract, the Contractor shall reimburse the Government for any reasonable attorney's fees and costs of claim or suit incurred by the Government.

(End of clause)

AOC52.232-2

Payments - Services (Mar 2006)

(a) Invoices shall be issued at the end of each month in which services are performed by the Contractor. Until further notice, properly certified invoices shall be FAXED to the Accounting Office, Architect of the Capitol at 202-226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226-2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

- (1) Contract number;
- (2) Name, address and Taxpayer I.D. of Contractor;
- (3) Invoice Date;
- (4) Unique invoice number for that particular invoice;
- (5) Period the payment covers; and
- (6) Amount by line item including quantity and unit pricing (see SCHEDULE OF ITEMS in Section B).

(b) Requirement when contractor employee(s) is provided on-site office space. As verification of the above time records submitted by the Contractor, each of the Contractor's employees will be required to sign and submit to the COTR a weekly time record sheet, as provided by the Architect, showing the number of regular and overtime hours, if any, worked by that employee during that week. The time record sheet will be verified and countersigned, if correct, by the COR and a copy thereof will be provided to the Contractor for record purposes.

(c) Payments will be made directly to the contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration.

(End of clause)

AOC52.232-6

Payment by Electronic Funds Transfer - Other than Central Contractor Registration (Jun 2004)

(a) Method of payment.

- (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in

paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) Mandatory submission of Contractor's EFT information. (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (i) of this clause). The contractor shall provide this information directly to the office designated in paragraph (k) to receive that information (hereafter: "designated office") by three working days after notification of contract award. If not otherwise specified in this contract, the payment office is the designated office for receipt of the contractor's EFT information. If more than one designated office is named for the contract, the contractor shall provide a separate notice to each office. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the contractor provides EFT information applicable to multiple contracts, the contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor provided EFT information in the correct manner, the Government remains responsible for--

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and assignment of claims. If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (i) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of Paragraph (d) of this clause.

(g) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the contractor's financial agent.

(h) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the

payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(i) EFT Information. The contractor shall provide the following information to the designated payment office. The contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause. The information required is as follows:

(1) The contract number;

(2) The contractor's name and remittance address as stated in the contract(s);

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the contractor's official authorized to provide this information;

(4) The name, address, and 9 digit Routing Transit Number of the contractor's financial agent; and

(5) The contractor's account number and the type of account (checking, saving or lockbox).

(j) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (k) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (k). The Government need not use any EFT information sent to any office other than that designated in paragraph (k).

(k) Designated office:

Name:

Architect of the Capital

Accounting Division

Mailing Address:

2nd and D Streets SW

Ford House Office Building

Washington, DC 20515

Telephone:

(202) 226-2552

Facsimile:

(202) 225-7321

(End of clause)

AOC52.232-7

Discounts (Aug 2004)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday and, for work performed in the District of Columbia, Presidential Inauguration Day, when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

AOC52.232-9

Payment of Interest on Contractor Claims (Jun 2004)

(a) If an appeal is filed by the Contractor from a final decision of the Contracting Officer under the Disputes paragraph of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owed by the Government shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92 41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes paragraph of this contract, to the date of (1) a final judgement by a court of competent jurisdiction, or (2) mailing to the Contractor of a change order, or a supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a contract appeals board.

(b) Notwithstanding Paragraph (a) above, (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that the Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

(End of clause)

AOC52.232-12

Assignment - Supplement (Sep 2004)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 (ASSIGNMENT OF CLAIMS) as incorporated by reference in Section I.

(End of clause)

AOC52.233-1

Disputes (Jun 2004)

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the head of the agency involved. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This paragraph does not preclude consideration of questions of law in connection with decisions provided for in Paragraph (a) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

(End of clause)

AOC52.233-2

Claims for Equitable Adjustments - Waiver and Release of Claims (Jun 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

AOC52.233-4

Damages for Delay (Nov 2004)

(a) The Architect shall not be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Architect on account of, any damages, costs, or expenses, of any nature whatsoever, which the Contractor or his subcontractors at any tier may incur as a result of delays, interferences, disruptions, suspensions, changes in sequence or the like arising from or out of any act or omission of the Architect, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the contract time, but only in accordance with the provisions of the Contract Documents.

(b) To the extent that any other provision of this contract is inconsistent with the provisions of this article such other sections will be superseded hereby with respect to the issue of delay damages.

(End of clause)

AOC52.245-1

Inventory Control and Indemnification of Property (Jun 2004)

(a) The Contractor shall be liable for the return of the articles picked-up for service under this contract, in accordance with the count as reflected on the "INVENTORY CONTROL VOUCHER" (ICV); see sample attached in Section J. A separate ICV will be completed for each pick-up and verified against the ICV at the time of delivery.

(b) Two copies of each verified ICV shall be given to the Contractor's representative at the time of delivery; one of which shall be submitted with the Contractor's payment invoice. Failure of the Contractor's representative to verify, by signature on the ICV, any of the ICV totals will be at the Contractor's own risk for purposes of determining any loss of, or damage to, the articles to be serviced under this contract.

(c) The Contractor shall indemnify the Government for any property delivered to the Contractor for servicing under this contract which is lost, or which is damaged and, in the opinion of the Contracting Officer, cannot be repaired satisfactorily. In either of these events, the Contractor shall pay to the Government the value thereof in accordance with Federal Supply Schedule price lists. If the property is not on these price lists, the Contracting Officer shall determine a fair and just price. Credit shall be allowed for any depreciation in the value of the property at the time of loss or damage, and the parties hereto shall determine the amount of the allowable credit. If the parties fail to agree upon the value of the property, or fail to agree on the amount of credit due, the dispute shall be determined as provided in AOC52.233-1, Disputes.

(d) The payment of the lost property will be applied as a credit on the current monthly invoice at the time the amount of the allowable credit is agreed upon by the Contracting Officer and the Contractor.

(e) In case of damage to any property which the Contracting Officer and the Contractor agree can be satisfactorily repaired, the Contractor shall repair the property at their own expense in a manner satisfactory to the Contracting Officer.

(End of clause)

52.237-3

Continuity of Services (Jan 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to-

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the

successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of clause)

Clauses By Reference

Clause	Title	Date
52.202-1	Definitions	07/19/2004
52.203-3	Gratuities	11/08/2006
52.203-5	Covenant Against Contingent Fees	11/08/2006
52.203-6	Restrictions On Subcontractor Sales To The Government	11/08/2006
52.215-2	Audit and Records--Negotiation	11/08/2006
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	11/08/2006
52.222-36	Affirmative Action For Workers With Disabilities	11/08/2006
52.222-41	Service Contract Act Of 1965, As Amended	11/08/2006
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	11/22/2006
52.222-44	Fair Labor Standards And Service Contract Act - Price Adjustment	11/08/2006
52.222-50	Combating Trafficking in Persons	11/08/2006
52.223-6	Drug Free Workplace	11/08/2006
52.229-3	Federal, State And Local Taxes	11/08/2006
52.232-11	Extras	11/08/2006
52.232-23	Assignment Of Claims	11/08/2006
52.243-1	Changes--Fixed Price	11/08/2006
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	09/01/1996
52.249-8	Default (Fixed-Price Supply & Service)	11/08/2006
52.252-2	Clauses Incorporated By Reference	11/08/2006

Section J - List of Attachments

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LIST OF ATTACHEMENTS

PAYMENT INFORMATION FORM, ACH VENDOR PAYMENT SYSTEM, 2 PAGES

U.S. CAPITOL POLICE REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS (for informational purposes only) 1 PAGE

WAGE DETERMINATION NO. 2005-21003, Revision No. 4 DATED 07/05/2007, 16 PAGES

AOC PAST PERFORMANCE QUESTIONNAIRE FORM, 4 PAGES

BUILDING INFORMATION & BUILDING DATA - Square Footage Breakdown, 12 PAGES

DEDUCTION TABLE FOR UNSATISFACTORY PERFORMANCE, 1 PAGE

CLEANING STANDARDS, 12 PAGES

DAY CLEANING OPERATIONS, 21 PAGES

END OF SECTION J

Section K - Representations, Certifications and Other Statements of Offerors

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52.203-2

Certificate of Independent Price Determination (Apr 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to--

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision
[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

52.204-3

Taxpayer Identification (Oct 1998)

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

___ TIN: _____.

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other _____.

(f) *Common parent.*

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

___ Name and TIN of common parent:

Name _____.

TIN _____.

(End of provision)

52.209-5

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any

Federal agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

AOC52.204-2

Data Universal Numbering System (Duns) Number (Jun 2004)

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name;
- (2) Company address;
- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and

(8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(d) Enter DUNS number: _____.

(End of provision)

AOC52.204-3

Representations and Certifications (Nov 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

AOC52.215-8

Authorized Negotiators (Jun 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

(End of provision)

Section L - Instructions, Conditions and Notices to Offerors

10

52.216-1

Type of Contract (Apr 1984)

The Government contemplates award of a Fixed Price Contract contract resulting from this solicitation.

(End of provision)

AOC52.215-1

Instructions to Offerors (Jul 2007)

(a) Definitions. As used in this provision --

Proposal modification is a change made to a proposal before the solicitation s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, including Presidential Inauguration Day. However, if the last day falls on a Saturday, Sunday, or legal holiday, including Presidential Inauguration Day, then the period shall include the next working day.

(b) Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror s risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

(c) Packaging, transmission, and tracking of proposals. (1) Proposals, modifications, and revisions shall be enclosed, in the quantities specified elsewhere in this solicitation, in sealed envelopes. With each copy of the form entitled, "SOLICITATION, OFFER, AND AWARD", the offeror shall enclose the completed Schedule page; offer guarantee, if required; and Representations and Certifications. Address envelopes to: Architect of the Capitol, Procurement Division, Ford House Office Building, Attn: Shola Matthews-Aroloye, Room H2-263 Bid Room, Second and D Streets, S.W., Washington, DC 20515. Offeror shall write Bid Documents Enclosed, H2-263 Bid Room, and write the solicitation number, time and date for receipt of offers on the exterior of the package on the same side as the address. Telegraphic or facsimile proposals and modifications will not be considered.

(2) Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U. S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, or any other location in the U.S. Capitol Complex of buildings. See Notice for Delivery on the front of the solicitation.

(3) To assist in tracking of proposals, offerors are requested to fax a copy of their signed Solicitation, Offer and Award form as well as a copy of the FEDEX or UPS receipt to Shola Matthews-Aroloye to 866-221-4163 at the time of the issuance of their proposal.

(4) The only acceptable method by which offerors can deliver their responses to this solicitation shall be via Federal Express (FEDEX) or United Parcel Service (UPS). Offers submitted via any other method will be rejected. OFFERORS - DO NOT MAIL YOUR OFFER BY REGULAR U.S. MAIL. See notice attached to this solicitation for special instructions.

(d) Submission, modification, revision, and withdrawal of proposals. (1) Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that the proposal or revision is due.

(2) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time

specified for receipt of offers is late and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition, and-

- (i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals;
 - (ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or
 - (iii) It is the only proposal received.
- (3) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.
- (4) Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
- (5) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.
- (6) Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(End of provision)

AOC52.215-2

Interpretations and Amendments (Jun 2004)

- (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding.
 - (b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least fifteen (15) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to smatthew@aoc.gov or via facsimile to 866-221-4163.
 - (c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.
- (1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:
- (i) Signing and returning the amendment;
 - (ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;
 - (iii) Letter or telegram; or
 - (iv) Facsimile, if facsimile offers are authorized in the solicitation.
- (2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.
- (d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.
- (e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.

(End of provision)

AOC52.215-3

Restriction on Disclosure and Use of Data (Jun 2004)

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall

(a) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets) ; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(End of provision)

L.1A

1. PROPOSAL COMPOSITION – SOURCE SELECTION PROCEDURES

A. Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article entitled, INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL of this section.

B. Proposals shall be submitted in two (2) severable parts:

1) Part One – Technical Proposal

2) Part Two – Price Proposal

C. Offerors shall submit original and three (3) copies of the technical proposal and 1 original and 1 copy of the price proposal, prepared in conformance with the solicitation requirements. The Technical Proposal shall not contain any pricing information. The proposal package shall be comprised of two sealed envelopes; (1) one to contain the technical proposal, to be marked "TECHNICAL PROPOSAL" (2) the other to contain the price proposal, to be marked "PRICE PROPOSAL". Both of these envelopes shall be sealed in a third envelope and/or container and shall clearly identify the solicitation number in the lower left-hand corner.

2. INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL – SOURCE SELECTION PROCEDURES

The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Proposal shall be subdivided into six subsections: Technical Approach, Management Approach, Key Personnel (Supervisor(s)/Contract Manager/QC Manager), Corporate Experience, Past Performance, and Quality Control; indexed by evaluation factor and contained in three ring binders, binder clips, rings, or other methods that allow the material to be viewed and removed easily. Spiral binding is strongly discouraged.

A. Factor 1 – Technical Approach

The offeror shall provide detailed plans, methods and procedures to be used for scheduling and carrying out all phases of the work required by the RFP include the following:

- 1) A complete list of all chemicals/supplies it proposes to use to perform this work. The listing shall be grouped by type of chemical or supply item. For each item listed, provide the product name, the manufacturer's complete name, address and telephone number, and the intended use of the product. Provide copies of MSDS sheets for chemicals the Offeror proposes to use to perform this work.
- 2) A listing of tools and equipment it considers necessary and which it will furnish and use to perform this work. For each item proposed, provide the information concerning its intended use and the quantity of the item.
- 3) A proposed Cleaning Frequency Schedule (CFS) listing each area serviced, anticipated cleaning frequencies and scheduled times for performance of such work.
- 4) Proposed on-site staffing plan, listing the number of employees, supervisors, proposed work hours, areas assigned and total hours worked each day. Offeror must detail its method of assuring that the services required by this RFP are adequately and consistently provided by qualified personnel. Personnel qualifications include the ability to effectively communicate with the general public as well as with other members of the Contractor's staff.

B. Factor 2 – Management Approach

- 1) The offeror shall provide information regarding their corporate staff resources, how they are organized and the proposed methods of interfacing with and providing any needed support to the proposed Supervisor(s)/Project Manager for the work of this RFP.

C. Factor 3 – Key Personnel (Supervisor(s)/Project Manager/Quality Control Manager/Inspector

- 1) The offeror shall provide resumes for the key personnel. Resumes shall document recent and relevant experience (within the past five years) in the management of similar projects of this size and scope, shall be a maximum of four pages, include beginning and ending month and year for each job, and include the following information:
 - (a) A list of projects and the level of involvement,
 - (b) List relevant education, training and skills,
 - (c) A list of references who can provide appropriate feedback about the quality of performance and technical capabilities. Include a contact name, company, address and current telephone number.
 - (c) Position and years with the Offeror.
- 2) The offeror shall provide information sufficient to allow the Government to evaluate proposed Supervisor(s)/Project Manager to provide the services required by this solicitation including:
 - a) Lines of authority and responsibility for the performance of the work
 - b) Relevant personnel practices, including a discussion of hiring and promotion policies and procedures
 - c) Management controls over the workforce, and
 - d) How the management techniques can be expected to identify and correct performance problems.

e) A Designated Quality Control Inspector.

D. Factor 4 – Past Performance

Although the Government reserves the right to use any source of information available on the Offeror's past performance to either evaluate past performance or verify information provided by the Offeror, the Offeror shall provide information that demonstrates the offer's past performance. The enclosed AOC PAST PERFORMANCE QUESTIONNAIRE shall be provided to each of the companies/agencies submitted by the offeror in response to Factors 3 and 4. Each Offeror's reference must consist of a minimum acceptable cleaning level of 100,000 net square feet and must be comparable in Class A type Office Space, Hospitals, etc. The questionnaire(s) must be faxed by the companies/agencies to **866 221-4163** by the date established for receipt of offers in order to be considered in the evaluation process. A neutral rating will be applied for those projects/contracts for which a questionnaire is not received.

1) The Contractor shall select no more than five (5) of the most relevant contracts performed or completed within the last three years for the same or similar type services. The Contractor shall send the Past Performance Questionnaire (attached) to each of the five (5) organizations selected. The organization will submit the completed questionnaire directly to the AOC.

2) Any questionnaires received directly from the perspective Contractor shall not be considered for evaluation purposes. The perspective Contractor should also provide a matrix identifying the following information for each past performance survey sent out:

a. Organization

b. Name of Contact

c. Telephone Number

d. Contract Number

3) Excluding the above contracts, the perspective Contractor shall provide a complete list (all) of the most recent and relevant past and present contracts in the area of custodial services performed for Federal, state and commercial customers within the last three years. The perspective Contractor shall provide the following information for each of the referenced contracts:

a. Company/Division Names

b. Service

c. Contracting Agency

d. Contract Number

e. Contract Dollar Value

f. Period of Performance

g. Name, address, FAX number and telephone number of the Contracting Officer

h. Comments regarding compliance with contract terms and conditions

i. Comments regarding any known performance deemed not acceptable to the customer or not in accordance with the contract terms and conditions

E. Factor 5 – Quality Control

- 1) Provide details of the methods and techniques your firm will use for the detection and correction of deficiencies and the proposed methodology, frequency, thoroughness and means of documentation under your Quality Control Program.
- 2) Provide a system for identifying and correcting deficiencies or a pattern of deficiencies in the quality or quantity of services provided before the level of performance becomes unacceptable or Government inspectors point out the deficiencies.
- 3) The Contractor shall provide a Quality Control Plan (QCP), setting forth and providing the intended methodology that will implement measure and assure achievement of the SOW requirements.

As a minimum, the program shall include:

- a. An inspection system covering all the services required herein. At a minimum, the Contractor shall develop a comprehensive checklist to be used to inspect contract performance during scheduled and unscheduled inspections, and the name(s) of the individuals who shall be performing the inspections.
- b. An inspection method conducted by the Contractor and how corrective actions will be taken. This shall include follow-up inspections to ensure that corrective action was appropriate, complete, and timely. This documentation shall be organized in a logical manner, kept current, and made available to the CO during the term of the contract.

F. Factor 6 – Corporate Experience

1) Provide descriptions of current or recently completed contracts of like or greater size and scope performed by the offeror, and any proposed major subcontractors (if any), within the past five years, which shall include descriptions of successfully managed contracts for at least three (3) relevant projects. Each project shall include at a minimum of the following information:

- (a) Project identification, location,
- (b) Contracting agency/owner identification and address;
- (c) Date of award and completion;
- (d) Contract award amount/final amount and description of any differences between the award amount and the final amount;
- (e) Key personnel/subcontractors involved;
- (f) Brief description of the project and
- (g) Point of contact at agency/owner and phone number.

2) Relevant projects are those which are similar in size, scope and complexity to the work contemplated by this solicitation.

3) Evaluators may consider performance on contracts, which are not submitted by the Offeror if they have knowledge of contracts not listed or if contracts are discovered during interviews that were not listed.

AOC52.215-6

Preparation of Proposals (May 2007)

(a) Offerors are expected to examine the drawings, if any, specifications, Schedule, and all instructions. Failure to do so will be at the Offerors risk.

(b) Each offeror shall furnish the information required by the solicitation. The offerors shall sign the offer on Page 1 (SOLICITATION, OFFER AND AWARD) in block 18 and return Sections A, B, and K of this solicitation package. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(c) For each item offered, offers shall

(1) Show the unit price, if required, including, unless otherwise specified, packaging, packing, and preservation; and

(2) Enter the extended price for the quantity of each item offer in the "Amount" column of the Schedule.

(d) In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(e) Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(End of provision)

AOC52.215-9

Failure to Submit Offer (Jun 2004)

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are desired, the recipient's name will be removed from the applicable mailing list.

(End of provision)

L.2

L.2 SITE VISIT (AOC) (JUN 2003)

(a) Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(b) A pre-proposal meeting and Site Visit will be conducted on SEPTEMBER 11, 2007 from 10:00 a.m. to 12:00 p.m. Local Time at Dirksen Senate Office Building, Room SDG-11, 1st and C. Streets NE, Washington, DC 20510. Interested parties are advised to call Ms. Carolyn Backus at 202-224-6809 regarding the direction to the Site-Visit location.

(c) Offerors are cautioned that notwithstanding any remarks or clarifications given at any site visit, the pre-proposal conference or field inspection, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

Section M - Evaluation Factors for Award

11

PROPOSAL EVALUATION CRITERIA – SOURCE SELECTION PROCEDURES

The evaluation criteria to be used by the Contracting Officer for the selection of a contractor to perform the work specified are defined below. The criteria are divided into technical and price categories which consist of subsections corresponding to those in the article entitled INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL and the article entitled INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL in Section L. The technical criteria are considered by the Architect to be generally more important than price criteria. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the price will increase.

1. TECHNICAL CRITERIA. Each offeror's proposal will be evaluated in accordance with the technical criteria listed below to determine whether it is responsive to the requirements of the RFP and are therefore acceptable. Technical criteria are listed below in descending order of importance.

A. Technical Approach. The offeror's technical approach will be evaluated to determine if the proposed plans for scheduling and carrying out the work are efficient and effective. Higher scores will be given to those offerors whose technical approach is evaluated as being thorough, comprehensive, and effective.

- 1) The proposed listing of chemicals/supplies will be evaluated to determine if it is complete relative to the requirements of the solicitation and if the proposed chemicals/supplies are appropriate for the proposed uses.
- 2) The proposed listing of tools and equipment will be evaluated to determine if it is complete relative to the requirements of the solicitation and if the proposed tools and equipment are appropriate for the proposed uses.
- 3) The proposed Cleaning Frequency Schedule will be evaluated to determine if it offers complete coverage of each facility, is realistic in that the work can be performed in the times allotted, and covers all tasks necessary to maintain the cleanliness level of the areas serviced.
- 4) The proposed staffing plan will be evaluated to determine whether the proposed number of employees and the skill mix / qualifications of those employees are appropriate, and will assure the efficient completion of the work. The proposed staffing plan will also be evaluated to determine whether duty assignments are comprehensive and realistic.

B. Management Approach. The offeror's management approach will be evaluated to determine whether the proposed plan for its corporate organization of staff resources is efficient and effective. Higher scores will be given to offerors whose management approach is evaluated as effective, thorough and well organized.

- 1) Proposals will be evaluated to determine the effectiveness of the corporate staff resources in interfacing with and providing support to the Supervisors/Project Manager.
- 2) Proposals will be evaluated to determine whether appropriate delegations of authority are provided to the Project Manager and supervisors to allow them to efficiently perform the contract. Proposals will also be evaluated to determine the degree of effectiveness of the proposed management approach including relevant personnel practices; management controls over the workforce; and management techniques to identify and correct performance problems.

C. Key Personnel Qualifications. The resumes of the offeror's proposed Supervisor(s)/Project

Manager/Quality Control Manager/Inspector will be evaluated to determine the level of their qualifications to manage the services required by this solicitation. Higher scores will be assigned to those offerors whose proposed personnel have the most relevant education, training and skills. The resume along with the Past Performance Questionnaire will be evaluated to determine the extent of successful participation in similar projects within the past five years, taking into consideration degree of client satisfaction for each project. Higher scores will be given to offerors whose relevant experience is extensive and whose past performance has been highly successful.

D. Past Performance. The offeror's past janitorial experience and past performance will be evaluated to determine the extent of successful performance of similar projects within the past five years, taking into consideration timeliness and degree of client satisfaction for each project. Higher scores will be given to offerors whose experience with similar facilities is extensive and whose past performance has been highly successful based on the responses on Past Performance Questionnaire. In investigating the offeror's past performance, the Government will consider references submitted by the offeror and may also consider information from other sources.

E. Quality Control.

1) The offeror's quality control procedures will be evaluated to ensure that the Quality Control Manager (QCM) is separate from the Project Manager and to determine if the methods and techniques are effective in the detection of deficiencies, and efficient in correcting deficiencies. The resume of the offeror's proposed QCM will also be evaluated to determine the level of his/her qualifications to manage the quality services required by this solicitation. The offeror's proposal will be evaluated by U. S. Senate Building Superintendent's Staff to determine the effectiveness of Contractor's quality control plan procedures.

2) Upon approval by the Contracting Officer, the Contractor's Quality Control Plan will be incorporated into the contract. Once incorporated, the QCP is one of the standards with which the Contractor must comply and against which QAP measure Contractor performance. The Quality Control Plan (QCP) requires Government approval and shall be provided to the CO at contract start. The Government has 5 days to review and approve/disapprove the QCP. Any comments, recommendations, or changes shall be resolved and incorporated as necessary no later than ten (10) days after contract award. Contractor quality control inspection sheets will be made available to Quality Assurance Personnel (QAP) on a monthly basis and to the CO upon request. Re-performance of unacceptable services will be accomplished at no additional cost to the Government.

F. Corporate Experience. The offeror's experience will be evaluated to determine the extent of its experience relevant to this requirement during the past five years. Higher scores will be given to offerors whose experience is most extensive and is in similar janitorial services using the same materials and similar tasks as specified for this requirement.

2. PRICE CRITERIA. The Government will evaluate the price proposals of all firms found technically qualified. Price criterion measure not only actual dollars but reasonableness of the Offeror's proposed price and its position in the range of all prices.

AOC52.215-5

Contract Award - Source Selection Procedures (Jun 2004)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may

(1) Reject any or all offers if such action is in the public interest;

(2) Accept other than the lowest offer; and

(3) Waive informalities and minor irregularities in offers received.

(c) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer as provided in Paragraph (d) of this provision), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of provision)

52.252-1 Sec. M

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of provision)

Clauses By Reference

Clause	Title	Date
52.217-5	Evaluation Of Options	11/08/2006

**** NOTICE ****

TO: ALL VENDORS/CONTRACTORS/CONSULTANTS

FROM: THE OFFICE OF THE ARCHITECT OF THE CAPITOL

Due to requirements set forth in the DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), all payments made to vendors, contractors and consultants doing business with the Federal Government must be made by Electronic Funds Transfer (EFT) directly to your financial institution. If you are currently enrolled under EFT with the Architect of the Capitol, no further action is necessary other than to report changes.

EFT payments are cost effective, enabling prompt, convenient and reliable payments directly to a designated bank account.

The Architect of the Capitol, in making EFT payments, supplies the financial institution with identifying information (ie. invoice number), which accompanies each transaction. The financial institution in turn can supply this information to the account holder.

Therefore, to accomplish the mandate of P. L. 104-134, it is necessary that the attached sheet; PAYMENT INFORMATION FORM ACH VENDOR PAYMENT SYSTEM be completed and returned with your bid or offer as set forth in Section G of the solicitation.

**PAYMENT INFORMATION FORM
ACH VENDOR PAYMENT SYSTEM**

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. The information will be transmitted in the CCD+ format to the designated financial institution.

Debt Collection Improvement Act of 1996

PAPERWORK REDUCTION ACT STATEMENT

The information being collected on this form is pursuant to Public Law 104-134, which mandated Electronic Funds Transfer for recipients of all federal payments (excluding IRS tax refunds) beginning July 24, 1996. This information will be needed by the Treasury Department to transmit payments and related data.

COMPANY INFORMATION

NAME:

ADDRESS:

CONTRACT NUMBER: AOC- _____

TAXPAYER IDENTIFICATION NUMBER (TIN):

CONTACT PERSON NAME:

TELEPHONE NUMBER: ()

FAX NUMBER: ()

AGENCY INFORMATION

NAME: ARCHITECT OF THE CAPITOL - FORD HOUSE OFFICE BUILDING

ADDRESS: ACCOUNTING DIVISION, ROOM H2-205

WASHINGTON, D.C. 20024

FAX NUMBER: (202) 225-7321

CONTACT PERSON NAME: MR. JAMES JARBOE

TELEPHONE NUMBER: (202) 226-2552

FINANCIAL INSTITUTION INFORMATION

BANK NAME:

BRANCH LOCATION: (If applicable)

CONTACT NAME:

TELEPHONE NUMBER: ()

NINE DIGIT ROUTING TRANSIT NUMBER: _____

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX

SIGNATURE AND TITLE OF REPRESENTATIVE:

TELEPHONE NUMBER:



UNITED STATES CAPITOL POLICE
WASHINGTON, D.C. 20510-7218

CP-491
(4-04)

REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS

Please report with: (1) A valid form of photo identification, (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C., Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle) _____ Address: _____
Street & No. _____
City & State: _____
Zip: _____ Tele: _____

2. Other Names Ever Used: (e.g. maiden name, nickname, ect. If you have never used another name write "None".) _____

3. Date of Birth: (Month, Day, Year) _____ 4. Birthplace: (City and State or Country) _____

5. Social Security Number: _____ 6. Gender: _____
Male Female

7. Race: _____ 8. Height: _____ 9. Weight: _____ 10. Eye Color: _____ 11. Hair Color: _____

SIGNATURE AND RELEASE OF INFORMATION:

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: _____ 13. Date: _____

REGISTER OF WAGE
DETERMINATIONS UNDER THE
SERVICE CONTRACT ACT

By direction of the Secretary of Labor

William W. Gross Division of
Director Wage
 Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS
ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 2005-2103

Revision No.: 4

Date of Last Revision: 07/05/2007

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St
Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King
George, Loudoun, Prince William, Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I	13 .79
01012 - Accounting Clerk II	15 .49
01013 - Accounting Clerk III	18 .43
01020 - Administrative Assistant	23 .59
01040 - Court Reporter	18 .43
01051 - Data Entry Operator I	12 .67
01052 - Data Entry Operator II	13 .82
01060 - Dispatcher, Motor Vehicle	16 .50
01070 - Document Preparation Clerk	13 .29
01090 - Duplicating Machine Operator	13 .29
01111 - General Clerk I	13 .72
01112 - General Clerk II	15 .32

01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	21.66
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.60
01262 - Personnel Assistant (Employment) II	18.43
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29
01280 - Receptionist	12.72
01290 - Rental Clerk	15.60
01300 - Scheduler, Maintenance	15.60
01311 - Secretary I	17.03
01312 - Secretary II	18.39
01313 - Secretary III	21.66
01320 - Service Order Dispatcher	15.82
01410 - Supply Technician	23.59
01420 - Survey Worker	18.43
01531 - Travel Clerk I	12.07
01532 - Travel Clerk II	13.01
01533 - Travel Clerk III	13.99
01611 - Word Processor I	13.76
01612 - Word Processor II	15.60
01613 - Word Processor III	18.43

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53

05220 - Motor Vehicle Mechanic Helper	16 .81
05250 - Motor Vehicle Upholstery Worker	19 .66
05280 - Motor Vehicle Wrecker	20 .14
05310 - Painter, Automotive	21 .37
05340 - Radiator Repair Specialist	20 .14
05370 - Tire Repairer	14 .43
05400 - Transmission Repair Specialist	22 .53

07000 - Food Preparation And Service Occupations

07010 - Baker	13 .18
07041 - Cook I	11 .97
07042 - Cook II	13 .28
07070 - Dishwasher	9 .76
07130 - Food Service Worker	10 .25
07210 - Meat Cutter	16 .07
07260 - Waiter/Waitress	8 .59

09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter	18 .05
09040 - Furniture Handler	12 .78
09080 - Furniture Refinisher	18 .39
09090 - Furniture Refinisher Helper	14 .11
09110 - Furniture Repairer, Minor	16 .31
09130 - Upholsterer	18 .05

11000 - General Services And Support Occupations

11030 - Cleaner, Vehicles	9 .67
11060 - Elevator Operator	9 .79
11090 - Gardener	15 .70
11122 - Housekeeping Aide	10 .89
11150 - Janitor	10 .89
11210 - Laborer, Grounds Maintenance	12 .07
11240 - Maid or Houseman	10 .84
11260 - Pruner	11 .37

11270 - Tractor Operator	14 .19
11330 - Trail Maintenance Worker	12 .07
11360 - Window Cleaner	11 .31

12000 - Health Occupations

12010 - Ambulance Driver	16 .06
12011 - Breath Alcohol Technician	17 .67
12012 - Certified Occupational Therapist Assistant	20 .31
12015 - Certified Physical Therapist Assistant	19 .99
12020 - Dental Assistant	16 .90
12025 - Dental Hygienist	40 .68
12030 - EKG Technician	24 .34
12035 - Electroneurodiagnostic Technologist	24 .34
12040 - Emergency Medical Technician	17 .67
12071 - Licensed Practical Nurse I	18 .60
12072 - Licensed Practical Nurse II	20 .82
12073 - Licensed Practical Nurse III	21 .79
12100 - Medical Assistant	14 .23
12130 - Medical Laboratory Technician	18 .04
12160 - Medical Record Clerk	14 .96
12190 - Medical Record Technician	16 .67
12195 - Medical Transcriptionist	16 .46
12210 - Nuclear Medicine Technologist	28 .93
12221 - Nursing Assistant I	9 .75
12222 - Nursing Assistant II	10 .96
12223 - Nursing Assistant III	12 .99
12224 - Nursing Assistant IV	14 .58
12235 - Optical Dispenser	16 .67
12236 - Optical Technician	14 .41
12250 - Pharmacy Technician	15 .75
12280 - Phlebotomist	14 .58
12305 - Radiologic Technologist	27 .61
12311 - Registered Nurse I	24 .92
12312 - Registered Nurse II	31 .22

12313 - Registered Nurse II, Specialist	31 .22
12314 - Registered Nurse III	37 .77
12315 - Registered Nurse III, Anesthetist	37 .77
12316 - Registered Nurse IV	45 .28
12317 - Scheduler (Drug and Alcohol Testing)	18 .04

13000 - Information And Arts Occupations

13011 - Exhibits Specialist I	18 .55
13012 - Exhibits Specialist II	23 .33
13013 - Exhibits Specialist III	28 .11
13041 - Illustrator I	18 .73
13042 - Illustrator II	23 .42
13043 - Illustrator III	28 .82
13047 - Librarian	25 .45
13050 - Library Aide/Clerk	12 .52
13054 - Library Information Technology Systems Administrator	22 .99
13058 - Library Technician	17 .88
13061 - Media Specialist I	16 .58
13062 - Media Specialist II	18 .55
13063 - Media Specialist III	20 .68
13071 - Photographer I	14 .67
13072 - Photographer II	17 .18
13073 - Photographer III	21 .52
13074 - Photographer IV	26 .05
13075 - Photographer V	29 .15
13110 - Video Teleconference Technician	16 .58

14000 - Information Technology Occupations

14041 - Computer Operator I	16 .72
14042 - Computer Operator II	18 .71
14043 - Computer Operator III	20 .86
14044 - Computer Operator IV	23 .18
14045 - Computer Operator V	25 .66

14071 - Computer Programmer I (1)	21 .60
14072 - Computer Programmer II (1)	26 .37
14073 - Computer Programmer III (1)	27 .62
14074 - Computer Programmer IV (1)	27 .62
14101 - Computer Systems Analyst I (1)	27 .62
14102 - Computer Systems Analyst II (1)	27 .62
14103 - Computer Systems Analyst III (1)	27 .62
14150 - Peripheral Equipment Operator	16 .72
14160 - Personal Computer Support Technician	23 .18

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	34 .39
15020 - Aircrew Training Devices Instructor (Rated)	42 .72
15030 - Air Crew Training Devices Instructor (Pilot)	50 .66
15050 - Computer Based Training Specialist / Instructor	31 .26
15060 - Educational Technologist	29 .09
15070 - Flight Instructor (Pilot)	50 .66
15080 - Graphic Artist	24 .95
15090 - Technical Instructor	23 .87
15095 - Technical Instructor/Course Developer	29 .19
15110 - Test Proctor	19 .04
15120 - Tutor	19 .04

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler	8 .95
16030 - Counter Attendant	8 .95
16040 - Dry Cleaner	12 .21
16070 - Finisher, Flatwork, Machine	8 .95
16090 - Presser, Hand	8 .95
16110 - Presser, Machine, Drycleaning	8 .95
16130 - Presser, Machine, Shirts	8 .95
16160 - Presser, Machine, Wearing Apparel,	8 .95

Laundry

16190 - Sewing Machine Operator	12 .30
16220 - Tailor	13 .01
16250 - Washer, Machine	9 .81

19000 - Machine Tool Operation And Repair Occupations

19010 - Machine-Tool Operator (Tool Room)	18 .95
19040 - Tool And Die Maker	23 .05

21000 - Materials Handling And Packing Occupations

21020 - Forklift Operator	17 .26
21030 - Material Coordinator	21 .29
21040 - Material Expediter	21 .29
21050 - Material Handling Laborer	12 .65
21071 - Order Filler	13 .21
21080 - Production Line Worker (Food Processing)	17 .28
21110 - Shipping Packer	14 .46
21130 - Shipping/Receiving Clerk	14 .46
21140 - Store Worker I	10 .44
21150 - Stock Clerk	14 .35
21210 - Tools And Parts Attendant	17 .26
21410 - Warehouse Specialist	17 .26

23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder	25 .68
23021 - Aircraft Mechanic I	24 .46
23022 - Aircraft Mechanic II	25 .68
23023 - Aircraft Mechanic III	26 .97
23040 - Aircraft Mechanic Helper	16 .61
23050 - Aircraft, Painter	23 .42
23060 - Aircraft Servicer	18 .71
23080 - Aircraft Worker	19 .90
23110 - Appliance Mechanic	20 .60
23120 - Bicycle Repairer	14 .43

23125 - Cable Splicer	24 .98
23130 - Carpenter, Maintenance	20 .36
23140 - Carpet Layer	18 .70
23160 - Electrician, Maintenance	25 .37
23181 - Electronics Technician Maintenance I	22 .08
23182 - Electronics Technician Maintenance II	23 .44
23183 - Electronics Technician Maintenance III	24 .70
23260 - Fabric Worker	17 .90
23290 - Fire Alarm System Mechanic	21 .46
23310 - Fire Extinguisher Repairer	16 .50
23311 - Fuel Distribution System Mechanic	22 .81
23312 - Fuel Distribution System Operator	19 .38
23370 - General Maintenance Worker	20 .91
23380 - Ground Support Equipment Mechanic	24 .46
23381 - Ground Support Equipment Servicer	18 .71
23382 - Ground Support Equipment Worker	19 .90
23391 - Gunsmith I	16 .50
23392 - Gunsmith II	19 .18
23393 - Gunsmith III	21 .46
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21 .96
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23 .13
23430 - Heavy Equipment Mechanic	21 .46
23440 - Heavy Equipment Operator	21 .46
23460 - Instrument Mechanic	21 .46
23465 - Laboratory/Shelter Mechanic	20 .36
23470 - Laborer	14 .27
23510 - Locksmith	19 .76
23530 - Machinery Maintenance Mechanic	21 .77
23550 - Machinist, Maintenance	21 .52
23580 - Maintenance Trades Helper	15 .10
23591 - Metrology Technician I	21 .46
23592 - Metrology Technician II	22 .61

23593 - Metrology Technician III	23 .72
23640 - Millwright	23 .30
23710 - Office Appliance Repairer	21 .00
23760 - Painter, Maintenance	20 .36
23790 - Pipefitter, Maintenance	22 .76
23810 - Plumber, Maintenance	20 .99
23820 - Pneudraulic Systems Mechanic	21 .46
23850 - Rigger	21 .46
23870 - Scale Mechanic	19 .18
23890 - Sheet-Metal Worker, Maintenance	21 .46
23910 - Small Engine Mechanic	20 .05
23931 - Telecommunications Mechanic I	25 .22
23932 - Telecommunications Mechanic II	26 .58
23950 - Telephone Lineman	24 .43
23960 - Welder, Combination, Maintenance	21 .46
23965 - Well Driller	21 .46
23970 - Woodcraft Worker	21 .46
23980 - Woodworker	16 .50

24000 - Personal Needs Occupations

24570 - Child Care Attendant	11 .58
24580 - Child Care Center Clerk	16 .15
24610 - Chore Aide	9 .58
24620 - Family Readiness And Support Services Coordinator	12 .95
24630 - Homemaker	16 .75

25000 - Plant And System Operations Occupations

25010 - Boiler Tender	24 .98
25040 - Sewage Plant Operator	20 .23
25070 - Stationary Engineer	24 .98
25190 - Ventilation Equipment Tender	17 .56
25210 - Water Treatment Plant Operator	20 .23

27000 - Protective Service Occupations

27004 - Alarm Monitor	17 .66
27007 - Baggage Inspector	11 .51
27008 - Corrections Officer	19 .83
27010 - Court Security Officer	23 .26
27030 - Detection Dog Handler	17 .66
27040 - Detention Officer	19 .83
27070 - Firefighter	22 .39
27101 - Guard I	11 .51
27102 - Guard II	17 .66
27131 - Police Officer I	23 .94
27132 - Police Officer II	26 .60

28000 - Recreation Occupations

28041 - Carnival Equipment Operator	12 .35
28042 - Carnival Equipment Repairer	13 .30
28043 - Carnival Equipment Worker	8 .40
28210 - Gate Attendant/Gate Tender	13 .01
28310 - Lifeguard	11 .59
28350 - Park Attendant (Aide)	14 .56
28510 - Recreation Aide/Health Facility Attendant	10 .62
28515 - Recreation Specialist	18 .04
28630 - Sports Official	11 .59
28690 - Swimming Pool Operator	16 .85

29000 - Stevedoring/Longshoremen Occupational Services

29010 - Blocker And Bracer	20 .55
29020 - Hatch Tender	20 .55
29030 - Line Handler	20 .55
29041 - Stevedore I	19 .18
29042 - Stevedore II	21 .64

30000 - Technical Occupations

30010 - Air Traffic Control Specialist, Center (HFO)	
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(2)	34 .71
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23 .94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	26 .36
30021 - Archeological Technician I	17 .06
30022 - Archeological Technician II	19 .03
30023 - Archeological Technician III	23 .76
30030 - Cartographic Technician	24 .85
30040 - Civil Engineering Technician	22 .19
30061 - Drafter/CAD Operator I	17 .92
30062 - Drafter/CAD Operator II	20 .06
30063 - Drafter/CAD Operator III	22 .36
30064 - Drafter/CAD Operator IV	27 .51
30081 - Engineering Technician I	20 .19
30082 - Engineering Technician II	22 .67
30083 - Engineering Technician III	25 .37
30084 - Engineering Technician IV	31 .43
30085 - Engineering Technician V	38 .44
30086 - Engineering Technician VI	46 .51
30090 - Environmental Technician	21 .36
30210 - Laboratory Technician	22 .36
30240 - Mathematical Technician	26 .31
30361 - Paralegal/Legal Assistant I	20 .03
30362 - Paralegal/Legal Assistant II	24 .82
30363 - Paralegal/Legal Assistant III	30 .35
30364 - Paralegal/Legal Assistant IV	36 .73
30390 - Photo-Optics Technician	24 .85
30461 - Technical Writer I	20 .69
30462 - Technical Writer II	25 .30
30463 - Technical Writer III	30 .61
30491 - Unexploded Ordnance (UXO) Technician I	22 .06
30492 - Unexploded Ordnance (UXO) Technician II	26 .69
30493 - Unexploded Ordnance (UXO) Technician	31 .99

III

30494 - Unexploded (UXO) Safety Escort	22 .06
30495 - Unexploded (UXO) Sweep Personnel	22 .06
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	22 .14
30621 - Weather Observer, Senior (2)	23 .98

31000 - Transportation/Mobile Equipment Operation Occupations

31020 - Bus Aide	11 .99
31030 - Bus Driver	17 .54
31043 - Driver Courier	12 .71
31260 - Parking and Lot Attendant	9 .06
31290 - Shuttle Bus Driver	13 .89
31310 - Taxi Driver	13 .98
31361 - Truckdriver, Light	13 .89
31362 - Truckdriver, Medium	17 .09
31363 - Truckdriver, Heavy	18 .40
31364 - Truckdriver, Tractor-Trailer	18 .40

99000 - Miscellaneous Occupations

99030 - Cashier	10 .03
99050 - Desk Clerk	10 .45
99095 - Embalmer	21 .77
99251 - Laboratory Animal Caretaker I	10 .47
99252 - Laboratory Animal Caretaker II	10 .85
99310 - Mortician	27 .25
99410 - Pest Controller	14 .54
99510 - Photofinishing Worker	11 .59
99710 - Recycling Laborer	15 .73
99711 - Recycling Specialist	18 .72
99730 - Refuse Collector	14 .01
99810 - Sales Clerk	11 .87
99820 - School Crossing Guard	11 .37
99830 - Survey Party Chief	19 .76

99831 - Surveying Aide	12 .28
99832 - Surveying Technician	18 .78
99840 - Vending Machine Attendant	12 .61
99841 - Vending Machine Repairer	16 .37
99842 - Vending Machine Repairer Helper	12 .61

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to

employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation (s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification (s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or

disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AOC PAST PERFORMANCE QUESTIONNAIRE**RFP: 070105**

DAY TIME POLICING & JANITORIAL SERVICES FOR THE UNITED STATES SENATE
OFFICE BUILDINGS, WASHINGTON D.C.

PROVIDED FOR INFORMATION PURPOSES ONLY
NOT TO BE SUBMITTED BY OFFERORS

PAST PERFORMANCE QUESTIONNAIRE FOR
SOLICITATION NUMBER AOC RFP 070105

The contractor listed below is being considered for a contract award by the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your agency/company. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information.

In order to maintain the integrity of the source selection process, respectfully request that you do not divulge the name of the contractor nor discuss your comments on this questionnaire with any other individuals.

Your completion of this form will be greatly appreciated. Upon completion, please fax this form to: (866) 221-4163, Attn: Shola Matthews-Aroloye.

Past Project Information:

1. Contractor (Prime): _____
2. Project Title : _____
1. Name: Agency/Company, POC _____ Date: _____
2. Phone No.: () _____ Fax No. () _____
3. Address: _____
4. Position held or function in relation to project: _____

Ratings: Please evaluate the contractor's performance using the following ratings:

"O" Outstanding The contractor's performance clearly exceeded the contract requirements.

AOC PAST PERFORMANCE QUESTIONNAIRE

RFP: 070105

- “S” Satisfactory The contractor’s performance met the contract requirements.
“M” Marginal The contractor’s performance met the minimum contract requirements but with difficulty.
“U” Unsatisfactory The contractor’s performance was poor and/or did not satisfy contract requirements.

Please rate and provide supporting information for the following. If the rating is Outstanding or Unsatisfactory, please provide specific contract/job performance areas which were exceeded or not performed in accordance with the contract’s minimum requirements. (Use additional sheets as needed)

1. The relationship between the contractor and owner’s contract team/Contracting Officer/COR?.

Rating: _____

2. The contractor’s on-site management and coordination of subcontractors.

Rating: _____

3. The contractor’s overall corporate management, integrity, reasonableness and cooperative conduct.

Rating: _____

4. Performance in meeting delivery/completion schedules: _____

Rating: _____

5. What did the contractor do to improve schedule problems, if any? _____

Rating: _____

6. The contractor’s quality control (CQC).

Rating: _____

7. The contractor’s performance in delivering quality work in accordance with the contract:

Rating: _____

AOC PAST PERFORMANCE QUESTIONNAIRE

RFP: 070105

8. The contractor's ability to provide the required work at a reasonable total price.

Rating:

9. The contractor's compliance with labor standards, if applicable..

Rating:

10. The contractor's compliance with safety standards.

Rating:

11. Has the contractor been given any of the following: Cure notice, show cause, letters of reprimand, suspension of payments, termination? If yes, please explain.

Rating:

12. Would you award another contract to this contractor? If no, please state reasons for not recommending this contractor additional work.

Rating:

13. Was the customer satisfied with the end product?

14. Has the contractor been provided an opportunity to discuss any negative performance ratings? If so, what were the results?

15. Has the contractor filed any claims? How many?
and to what extent?

Claims outstanding/why?

16. **OVERALL RATING**

Rating:

17. Please provide any additional comments:

AOC PAST PERFORMANCE QUESTIONNAIRE

RFP: 070105

NAME/TITLE: _____
AGENCY/COMPANY: _____
PHONE NUMBER: _____ DATE: _____

EXHIBIT 1 BUILDING INFORMATION

1. BUILDING DATA: Dirksen Senate Office Building

Location: 1st and C Streets NE Washington, DC 20510

Height of Building N/A

Number of Stories 7

Population N/A

Total Hard Floors: Marble / Terrazzo	20,256 SF
Total Carpet:	0 SF
Total Resilient Tile:	2,027 SF
Total Concrete Floor:	6,334 SF
Fixtures: (Restroom)	293 EA.
Windows Area:	0 SF
Water Fountains:	42 EA.
Elevators:	14 EA.
Stairwells:	55 EA.
Outside Grounds to be policed:	432 SF
Outside area to be policed:	144 SF at each entrance

EXHIBIT 1 BUILDING INFORMATION

2. BUILDING DATA: Hart Senate Office Building

Location: 2nd and C Streets NE Washington, DC 20510

Height of Building	N/A
Number of Stories	9
Population	N/A

Total Hard Floors: Marble / Terrazzo	36,405 SF
Total Carpet:	92,266 SF
Total Resilient Tile:	2,360 SF
Total Concrete Floor:	332 SF
Fixtures: (Restroom)	410 EA.
Windows Area:	0 SF
Water Fountains:	32 EA.
Elevators:	14 EA.
Stairwells:	86 EA.
Entrances and Lobbies	3,392 SF
Outside Grounds to be policed:	432 SF
Outside area to be policed:	144 SF at each entrance

EXHIBIT 1 BUILDING INFORMATION

3. BUILDING DATA: Russell Senate Office Building

Location: 1st and C Streets NE Washington, DC 20510

Height of Building N/A
Number of Stories 7
Population N/A

Total Hard Floors: Marble / Terrazzo	100,132 SF
Total Carpet:	0 SF
Total Resilient Tile:	0 SF
Total Concrete Floor:	19,541 SF
Fixtures: (Restroom)	164 EA.
Windows Area:	0 SF
Water Fountains:	3 EA.
Elevators:	14 EA.
Stairwells:	44 EA.
Entrances and Lobbies	766 SF
Outside Grounds to be policed:	1,440 SF
Outside area to be policed:	144 SF at each entrance

EXHIBIT 1 BUILDING INFORMATION

1. BUILDING DATA: Dirksen Senate Office Building

Location: 1st and C Streets NE Washington, DC 20510

Height of Building	N/A
Number of Stories	7
Population	N/A

Total Hard Floors: Marble / Terrazzo	20,256 SF
Total Carpet:	0 SF
Total Resilient Tile:	2,027 SF
Total Concrete Floor:	6,334 SF
Fixtures: (Restroom)	293 EA.
Windows Area:	0 SF
Water Fountains:	42 EA.
Elevators:	14 EA.
Stairwells:	55 EA.
Outside Grounds to be policed:	432 SF
Outside area to be policed:	144 SF at each entrance

EXHIBIT 1 BUILDING INFORMATION

2. BUILDING DATA: Hart Senate Office Building

Location: 2nd and C Streets NE Washington, DC 20510

Height of Building N/A
Number of Stories 9
Population N/A

Total Hard Floors: Marble / Terrazzo	36,405 SF
Total Carpet:	92,266 SF
Total Resilient Tile:	2,360 SF
Total Concrete Floor:	332 SF
Fixtures: (Restroom)	410 EA.
Windows Area:	0 SF
Water Fountains:	32 EA.
Elevators:	14 EA.
Stairwells:	86 EA.
Entrances and Lobbies	3,392 SF
Outside Grounds to be policed:	432 SF
Outside area to be policed:	144 SF at each entrance

EXHIBIT 1 BUILDING INFORMATION

3. BUILDING DATA: Russell Senate Office Building

Location: 1st and C Streets NE Washington, DC 20510

Height of Building N/A

Number of Stories 7

Population N/A

Total Hard Floors: Marble / Terrazzo	100,132 SF
Total Carpet:	0 SF
Total Resilient Tile:	0 SF
Total Concrete Floor:	19,541 SF
Fixtures: (Restroom)	164 EA.
Windows Area:	0 SF
Water Fountains:	3 EA.
Elevators:	14 EA.
Stairwells:	44 EA.
Entrances and Lobbies	766 SF
Outside Grounds to be policed:	1,440 SF
Outside area to be policed:	144 SF at each entrance

Building Data - Square Footage Breakdown

HART BUILDING 2ND & CONSTITUTION AVE, NE, WASH., DC 20510													
FIRST FLR.	SQ. FTG	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB. FLR.	CONCRT. FLR.	GLASS
HIAM	162	SF				3	2	2	0	7			
HIAW	251	SF				3	4	0	0	7			
HICM	164	SF				3	2	1	0	6			
HICW	171	SF				3	3	0	0	6			
HIFM	167	SF				3	2	2	0	7			
HIFW	180	SF				3	4	0	0	7			
HIDM	162	SF				3	2	2	0	7			
HIDW	251	SF				3	4	0	0	7			
TOTALS	1,328	SF	3,392 SF	33,013 SF	92,266	24	23	7	0	54	2,360	332	
SECD FLR.	SQ. FTG	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB. FLR.	CONCRT. FLR.	GLASS
H2AM	150	SF				3	2	2	0	7			
H2AW	257	SF				3	4	0	0	7			
H2CM	163	SF				3	2	1	0	6			
H2CW	163	SF				3	3	0	0	6			
H2DM	163	SF				3	4	2	0	7			
H2DW	157	SF				3	1	0	0	7			
H2FM	119	SF				2	3	2	0	5			
H2FW	128	SF				2	2	0	0	5			
TOTALS	1,300	SF				22	21	7	0	50			
THRD FLR.	SQ. FTG	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB. FLR.	CONCRT. FLR.	GLASS
H3AM	166	SF				3	2	0	0	7			
H3AW	257	SF				3	4	2	0	7			
H3CM	163	SF				3	2	0	0	6			
H3CW	170	SF				3	3	2	0	6			
H3DM	152	SF				3	2	0	0	7			
H3DW	251	SF				3	4	2	0	7			
H3FW	128	SF				2	3	0	0	5			
H3FM	119	SF				2	1	0	0	5			
TOTALS	1,278	SF				22	21	7	0	50			

Building Data - Square Footage Breakdown

HART BUILDING 2ND & CONSTITUTION AVE, NE. WASH., DC 20510													
FIRTH FLR.	AREA	SF	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
H4AM	88	SF				2	2	1	0	5			
H4AW	122	SF				2	3	0	0	5			
H4CM	163	SF				3	2	1	0	6			
H4CW	170	SF				3	3	0	0	6			
H4DM	122	SF				2	2	1	0	5			
H4DW	190	SF				2	3	0	0	5			
H4FM	119	SF				2	1	2	0	5			
H4FW	128	SF				2	3	0	0	5			
TOTALS	1,102	SF				18	19	5	0	42			
FIFTH FLR	AREA	SF	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
H5AM	113	SF				3	2	2	0	7			
H5AW	113	SF				3	4	0	0	7			
H5CM	163	SF				3	2	1	0	6			
H5CW	170	SF				3	3	0	0	6			
H5DM	164	SF				3	2	2	0	7			
H5DW	113	SF				3	4	0	0	7			
H5FM	119	SF				2	1	2	0	5			
H5FW	107	SF				2	3	0	0	5			
H5DW1	138	SF				0	0	0	0	N/A			
TOTALS	1,395	SF				22	21	7	0	50			
SIXFLR	AREA	SF	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
H6AM	122	SF				2	2	1	0	5			
H6AW	190	SF				2	3	0	0	5			
H6CM	161	SF				3	2	1	0	6			
H6CW	167	SF				3	3	0	0	6			
H6DM	122	SF				2	2	1	0	5			
H6DW	190	SF				3	2	0	0	4			
H6FM	119	SF				2	2	1	0	5			
H6FW	106	SF				2	3	0	0	5			
TOTALS	1,416	SF				19	19	4	0	41			

Building Data - Square Footage Breakdown

[illegible]

Building Data - Square Footage Breakdown

DIRKSEN BUILDING - FIRST AND C STREETS, NE WASH., DC 20510													
FIRST FLR.	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
DIM4	76	SF				1	1	1	0	3			
DIM4	72	SF				1	1	0	0	2			
DIM1	42	SF				1	0	2	0	3			
DIM1	107	SF				2	2	0	0	4			
DIM3	134	SF				2	2	2	0	6			
DIM3	146	SF				2	4	0	0	6			
DIM2	158	SF				2	2	3	0	7			
DIM2	226	SF				2	3	0	0	5			
TOTALS	1152	SF	297 SF	13,207 SF	0	13	15	8	0	36	20,256	6,344	
SCND FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
D2M2	34	SF				2	1	2	0	5			
D2W3	50	SF				2	4	0	0	6			
D2W2	226	SF				2	3	0	0	8			
D2M2	158	SF				2	2	3	0	8			
D2M1	134	SF				2	2	2	0	6			
D2W1	150	SF				2	4	0	0	6			
TOTALS	951	SF	N/A	15,122 SF		12	16	7	0	39			
THIRD FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
D3M3	134	SF				2	2	2	0	6			
D3W3	150	SF				2	4	0	0	6			
D3M1	134	SF				2	2	2	0	6			
D3W1	149	SF				2	4	0	0	6			
D3W2	226	SF				2	3	0	0	5			
D3M2	158	SF				2	2	3	0	7			
TOTALS	951	SF	N/A	12,228 SF		12	17	7	0	36			
FRTH FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS
D4M1	134	SF				2	2	2	0	6			
D4W1	149	SF				2	4	0	0	6			
D4M2	158	SF				2	2	3	0	7			
D4W2	226	SF				2	3	0	0	5			
D4M3	134	SF				2	2	2	0	6			
D4W3	150	SF				2	4	0	0	6			
TOTALS	951	SF				12	17	7	0	36			

Building Data - Square Footage Breakdown

DIRKSEN BUILDING - FIRST AND C STREETS, NE WASH., DC 20510														Attachment 4	
FTTH FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS		
D5M3	130	SF				2	2	2	0	6					
D5W3	146	SF				2	4	0	0	6					
D5M2	162	SF				2	2	3	0	7					
D5MI	130	SF				2	2	0	0	4					
D5WI		SF				2	2	2	0	6					
TOTALS	714	SF		12,196 SF		12	4	0	0	6					
						12	16	7	0	35					
SXTH FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS		
D6M3	65	SF				1	1	1	0	3					
D6W3	77	SF				1	2	0	0	3					
D6M2	158	SF				2	2	3	0	7					
D6M2	226	SF				2	3	0	0	5					
D6MI	65	SF				1	1	1	0	3					
D6WI	81	SF				1	2	0	0	3					
TOTALS	672 SF	SF		9,543 SF		8	11	5	0	24					
BASEMENT	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS		
DBM2	173	SF				2	2	2	0	6					
DBW2	169	SF				2	5	0	0	7					
DBMI	159	SF				2	2	2	0	6					
DBWI	165	SF				2	5	0	0	7					
DBW2B	207	SF				2	5	0	0	7					
DBM2C	164	SF				2	2	2	0	6					
TOTALS	1,084	SF	NA	7,925 SF		12	21	6	0	39					
GRND FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS		
DGM3	153	SF				2	2	2	0	6					
DGW3	218	SF				2	5	0	0	7					
DGM43	250	SF				4	4	0	0	8					
DMM16	250	SF				4	4	2	0	10					
DGMI	41	SF				1	1	1	0	3					
DGWI	175	SF				1	1	0	0	2					
TOTALS	1087	SF	1,740 SF	9,243 SF		14	17	6	0	36					
SHWR FAC	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR	GLASS		
D4-418M	1,950	SF				6	4	2	5	17					
D4-418W	1,950	SF				4	4	0	6	14					
TOTALS	3,900	SF	464 SF			10	8	2	11	31					

Building Data - Square Footage Breakdown

RUSSELL BUILDING												
1st and Constitution Avenue Wash., DC 20510												
BASNT	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR
RBMI	238	SF				2	3	2	0	7		
RBWI	205	SF				4	4	0	0	8		
RBW3	297	SF				3	2	0	0	5		
TOTALS	963	SF	766 SF	21,439 SF		9	9	2	0	20		
FRST FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR
RIM2	246 SF					3	3	3	0	9		
RIM4	214 SF					2	2	2	0	6		
RIM4	165 SF					2	2	0	0	4		
RIM3	353 SF					2	5	2	0	9		
RIM3	294 SF					3	5	0	0	8		
TOTALS	1,505 SF		6,744 SF	21,248 SF		12	17	7	0	36		
SCND FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR
R2MI	267	SF				3	3	3	0	9		
R2WI	228	SF				3	3	0	0	6		
R2W4	254	SF				1	1	0	0	3		
R2W4	171	SF				1	1	0	0	2		
R2W3	255	SF				3	4	0	0	7		
R2M3	358	SF				2	5	2	0	9		
TOTALS	1,533	SF	N/A	20,050 SF		13	17	6	0	36		
THRD FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR
R3M1	228	SF				3	3	0	0	6		
R3W1	285	SF				2	3	0	0	5		
R3M3	352	SF				2	3	2	0	7		
R3M4	136	SF				2	5	2	0	9		
R3M2	148	SF				3	4	0	0	7		
R3W3	259	SF				1	1	1	0	3		
R3W1	285	SF				1	1	0	0	2		
TOTALS	1,544	SF	NA	21,946 SF		14	20	5	0	39		
FRTH FLR	AREA	UM	ENT&LOBIES	HAL&COR	CARPET	SINKS	TOILETS	URINALS	SHOWERS	FIXR	MARB FLR	CONCRT FLR
R4W1	228	SF				2	3	0	0	5		
R4M4	148	SF				2	2	0	0	6		
R4W4	106	SF				2	1	0	0	3		
R4W3	288	SF				3	5	0	0	8		
R4W3	288	SF				2	3	3	0	8		
TOTALS	963	SF	N/A			11	14	5	0	30		

Contract Requirement	AQL	Deduction from Monthly Invoice
1. Toilet cleaning or servicing	100%	1.00%
2. Toilet room cleaning	100%	1.00%
3. Office cleaning	100%	1.00%
4. Cleaning storage space	100%	0.50%
5. Cleaning executive space	100%	1.00%
6. Cleaning vacant space	100%	0.50%
7. Freight elevator cleaning	100%	0.70%
8. Sweep & dust stairways	100%	0.50%
9. Mop stairways	100%	0.80%
10. Shower and Locker Rooms	100%	1.00%
11. High cleaning	100%	0.50%
12. Dusting blinds	100%	0.50%
13. Washing blinds	100%	0.70%
14. Drinking fountains	100%	1.00%




Hector Suarez
Deputy Chief of Staff

GUIDE AOC-QS3.2 – v2.0 (05/04)
May 2004
CLEANING STANDARDS

Section 1 - Introduction

1.1 Purpose

This document describes the required quality standards for cleaning operations. These standards are detailed and specific for each task to achieve consistency and uniformity in how they will be performed AOC-wide. These standards will be the basis for cleanliness inspections.

1.2 Policy

It is the policy of the Architect of the Capitol to provide a high quality cleaning service to building occupants and visitors.

To do so, the AOC hereby defines its cleaning standards for application by all personnel performing cleaning tasks for the AOC.

1.3 Scope

All cleaning activities conducted in buildings where cleanliness is under the responsibility of the Architect of the Capitol.

No general exceptions are made. Specific exceptions may be indicated in the Day Cleaning Operations Manual or the Night Cleaning Operations Manual.

Standards regarding aspects specific to day care centers will be reflected in the relevant contracts (HOB and SOB only).

1.4 Responsibility

The immediate supervising position is responsible for the performance of cleaning and policing personnel. His/her duties include:

⇒ Ensure that cleaning and policing personnel achieve cleanliness levels as described in this document.



Hector Suarez
Deputy Chief of Staff

GUIDE AOC-QS3.2 – v2.0 (05/04)
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This document describes the required quality standards for cleaning operations. These standards are detailed and specific for each task to achieve consistency and uniformity in how they will be performed AOC-wide. These standards will be the basis for cleanliness inspections.

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Standards regarding aspects specific to day care centers will be reflected in the relevant contracts (HOB and SOB only).

1.4 Responsibility

The **immediate supervising position** is responsible for the performance of cleaning and policing personnel. His/her duties include:

- ⇒ Ensure that cleaning and policing personnel achieve cleanliness levels as described in this document.

The **cleaning and policing personnel** are responsible for performing their assigned cleaning tasks in accordance with these Cleaning Standards.

1.5 Safety Considerations

All functions involved in the initial implementation and the ongoing application of the provisions contained in this document are expected to comply with health and safety requirements regarding employees in the workplace.

Employees are expected to work and behave in a manner consistent with AOC Safety Policies and OSHA standards and to follow safe work practices.

Whenever appropriate, employees and contractors are expected to wear the proper safety clothing or personal protective equipment (PPE) while performing their duties.

Section 2 - Procedures

2.1 General:

1. The following standards apply to both day and night cleaning operations. Jurisdictions may, within reason, alter these cleaning standards for contractors. Modifications will be specifically stated in the relevant contract.
2. During the night shift, public and private areas are systematically cleaned. During the day shift, public areas are systematically cleaned and private areas are cleaned on demand.
3. Private areas include:
 - ⇒ Members' offices and private restrooms, committee rooms, other Congress Officers' rooms and suites, day care centers.
4. Public areas include:
 - ⇒ Entrances, public corridors, elevators, stairways, hallways, subway platforms, public restrooms, the Press Gallery and its restrooms, Cloakrooms, balconies, courtyards, fitness areas (gym, pool, tennis court, solarium), barber and beauty shops, offices and restrooms in garages.
5. The following general instructions apply:
 - ⇒ Move or tilt all items such as chairs, seats, trash and ash receptacles, tables, storage containers, carts etc. as required to perform the cleaning work adjacent to, under or above such items.
 - ⇒ Return to their appropriate locations and configurations all furniture and waste and recycling containers moved during the performance of the work.
 - ⇒ Use hose attachments and cleaning wands as necessary to clean furniture that cannot be moved to properly clean the suite.
6. Cleaners will report all special conditions, either cleaning or maintenance issues, identified during their tour of duty to their supervisor.

2.2 Offices, Suites, Public Areas:

1. **Dusting**
 - ◆ Dusting shall be accomplished by the complete removal of soil and shall occur from the highest surface to the lowest in order to avoid having dust and dirt to fall on previously cleaned surfaces.
 - ◆ Cloths used for dusting should be turned to avoid transfer of dust from one area to another.
 - ◆ Papers, typewriters, calculators, computers, staplers, personal items and other similar desk items are not to be disturbed.

- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Surface	Tools
Perform 3 times/week ■ Remove all dust, lint, litter, dry soil, etc.	■ Chairs ■ Lamps ■ Tables and desks ■ Cabinets ■ Shelves ■ Window sills ■ Other type of furniture and horizontal surfaces	■ Dusting tools ■ Treated dust cloths ■ Vacuum cleaners with dusting attachments
Perform 1 times/week ■ Carefully dust	■ Statues	■ Dusting tools ■ Treated dust cloths
Perform 1 times/week ■ Vacuum clean	■ Upholstered furniture	■ Vacuum cleaners with appropriate attachments
Perform 2 times/month ■ Remove all dust, lint, litter, dry soil, etc.	■ Walls, doors and frames, sills ■ Hardware, partitions ■ Rails, baseboards ■ Ledges, counter tops ■ Fire extinguishers ■ Coat racks ■ Other vertical surfaces	■ Dusting tools ■ Treated dust cloths ■ Vacuum cleaners with dusting attachments
Perform 1 times/month ■ Dust clean	■ Heater convectors ■ Ventilation grilles ■ Diffusers (below 7')	■ Dusting tools ■ Treated dust cloths ■ Vacuum cleaners with dusting attachments

2. Spot Cleaning

- ◆ Papers, typewriters, calculators, computers, staplers, personal items and other similar desk items are not to be disturbed.
 - ◆ Furniture shampooing will be performed by customer request. In the Capitol Building and the House Office Buildings, this task will be performed by the CAO. In the Senate Office Buildings it is performed by the AOC Upholstery Division.
- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Surface	Tools
Perform as needed ■ Remove smudges, fingerprints, marks, streaks, tape, etc.	■ Walls, doors, door frames, sills ■ Windows and window sills ■ Ledges, counter tops, baseboards ■ Partitions, partition glass, rails ■ Fire extinguishers ■ Other types of fixtures and surfaces	■ Clean damp cloths ■ Scrub pads ■ Spray bottles of detergent solution ■ Glass cleaner ■ Cream cleanser

Frequency & Action	Surface	Tools
Perform as needed <ul style="list-style-type: none"> Polish and remove smudges, fingerprints, marks, streaks, tape, etc. Remove excess stainless steel polish 	<ul style="list-style-type: none"> Stainless steel surfaces 	<ul style="list-style-type: none"> Glass cleaner Stainless steel polish Soft clean cloths
Perform as needed <ul style="list-style-type: none"> Remove smudges, fingerprints, marks, streaks, tape, etc. 	<ul style="list-style-type: none"> Chairs Cleared surfaces of desks Lamps Tables Cabinets Shelves Other type of furniture and horizontal surfaces 	<ul style="list-style-type: none"> Clean damp cloths Scrub pads Spray bottles of detergent solution Glass cleaner Cream cleanser

3. Door Hardware

- All surfaces shall be free of visible dirt, dust, grime, fingerprints. After polishing, hardware shall have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> Wipe off all visible dirt, dust, grime, fingerprints, etc.. 	<ul style="list-style-type: none"> Door hardware Kick plates 	<ul style="list-style-type: none"> Clean cloths Non-abrasive cleaner

4. Mirrors and glass surfaces (horizontal and vertical):

- ◆ If cleaning underneath the surface of glass table or desk top is necessary, place a work order for a special cleaning condition
- All surfaces shall be free of dirt, streaks, watermarks, spots and shall not be cloudy (this does not concern exterior windows).

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> Clean and remove smudges, fingerprints, marks, streaks, tape, spots and grime and other debris 	<ul style="list-style-type: none"> Mirrors Glass surfaces Directories. 	<ul style="list-style-type: none"> Clean damp cloths Glass cleaner

5. Kitchen areas:

- ◆ Dishes are not to be washed. Only surfaces. In the Capitol Building, dishes will be placed in the dishwasher, if available.
- All surfaces shall be free of visible film, dust, spots, stains, rust, green mold, encrustation, excess moisture.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> Clean all surfaces 	<ul style="list-style-type: none"> Exterior of refrigerators Microwaves Counter top ovens Coffee makers Other personal appliances 	<ul style="list-style-type: none"> Clean damp cloths

6. Other Items:

- All surfaces shall be clean and free of dirt, dust, debris, fingerprints, smudges, lint, litter, soil marks, and streaks.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Spot clean as needed; ▪ Clean & free of dust, debris, soil, fingerprints, smudges, lint, litter 	<ul style="list-style-type: none"> ▪ Elevator doors, walls, buttons, metallic surfaces ▪ Elevator interior & floor ▪ Telephone booths 	<ul style="list-style-type: none"> ▪ Glass cleaner/polish ▪ Soft clean cloths ▪ Dusting tools ▪ Treated dust cloths ▪ Vacuum cleaners with dusting attachments
Perform 1 times/week <ul style="list-style-type: none"> ▪ Clean and polish metallic surfaces ▪ Dust vents and light fixtures 	<ul style="list-style-type: none"> ▪ Elevator doors, buttons, metallic surfaces 	<ul style="list-style-type: none"> ▪ Glass cleaner/polish ▪ Soft clean cloths
Perform 1 times/week <ul style="list-style-type: none"> ▪ Clean and remove smudges, fingerprints, marks, streaks, tape, spots and grime and other debris 	<ul style="list-style-type: none"> ▪ Fire boxes, smoke detectors ▪ Telephone booths, ▪ Light fixtures, Clocks 	<ul style="list-style-type: none"> ▪ Dusting tools ▪ Treated dust cloths ▪ Vacuum cleaners with dusting attachments
Perform 1 times/month <ul style="list-style-type: none"> ▪ Clean, remove lint and other debris 	<ul style="list-style-type: none"> ▪ HVAC, Grilles, Convector 	<ul style="list-style-type: none"> ▪ Dusting tools ▪ Vacuum cleaners with dusting attachments

2.3 Floors:**1. Carpet:**

- ◆ Adjust vacuum as necessary based on type of carpet. Avoid beater bar and drag marks. Nap on carpet shall lie in one direction.
- ◆ Spot carpet cleaning will be performed by request. In the Capitol Building and the House Office Buildings this task will be performed by the CAO.
- As a result, carpet shall be clean and free of all visible litter and soil, which can be removed from the carpet pile.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Full carpet vacuuming ▪ Remove visible and hidden soil and debris 	<ul style="list-style-type: none"> ▪ Carpet surface ▪ Carpet pile ▪ Floor mats 	<ul style="list-style-type: none"> ▪ Vacuum cleaner ▪ Brush or crevice tools

2. Hard Floors:

- ◆ Use adequate barricades and signs to provide sufficient warning prior to start.
- ◆ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ◆ Remove barricades and signs after the floor is dry.
- All surfaces shall be free of visible soil, stains, streaks, swirl marks, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Sweep and dust mop surfaces, especially floors coated with floor finish ▪ Damp mop all surfaces ▪ Use germicidal disinfectant to remove remaining soil 	<ul style="list-style-type: none"> ▪ All hard floors, including floors in garages, subway platforms, cafeterias, and any other area. ▪ Baseboards 	<ul style="list-style-type: none"> ▪ Treated dust mops ▪ Broom ▪ Detergent solutions

Frequency & Action	Surface	Tools
Perform daily ▪ Vacuum/police	▪ Sub floor (area beneath raised floors)	▪ Vacuum cleaner, crevice tool, brush tool, dusting tool
Perform daily ▪ Sweep and treat oil spots with absorbent compound	▪ Garage floors	▪ Mops, ▪ Absorbent compound
Perform as needed ▪ Strip, wax and buff	▪ Hard floors	▪ Floor Scrubbers, Buffing Machines, Floor Stripper ▪ Floor Wax, mops, large mop tank

3. Corners, edges and baseboards:

- ◆ Use adequate barricades and signs to provide sufficient warning prior to start.
- ◆ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ◆ Remove barricades and signs after the floor is dry.
- All surfaces shall have a uniform appearance, and be free of dust lint, streaks, smudges, etc. and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform 2 times/month ▪ Damp clean and remove streaks, splash marks, dust, lint, dry soil etc. ▪ Remove splashes, dirt and debris found in corners and baseboard resulting from work. ▪ Vacuum clean	▪ Corners ▪ Edges ▪ Baseboards	▪ Sponge ▪ Clean cloth ▪ “Doodle-bug” brush ▪ Wet/dry vacuum with crevice tool or appropriate attachment ▪ Clear water and/or solution of neutral detergent

4. Corridors, Stairs and Stairwells:

- All surfaces shall be free of visible soil, stains, streaks, swirl marks, detergent film or any observable soil, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily ▪ Clean, free of debris	▪ Escalators	▪ Dust mops ▪ Broom
Perform daily ▪ Vacuum/police	▪ Public and private stairwells	▪ Vacuum cleaner
Perform daily ▪ Damp wipe and disinfect handrails	▪ Handrails	▪ Germicidal disinfectant solution from spray bottles or pump up sprayers ▪ Clear water and/or solution of neutral detergent

2.4.- Restrooms, private bathrooms, locker rooms and water closets:

Due to the microorganisms found in restrooms and due to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.

1. Doors and Partitions:

- ◆ Remove graffiti as needed
- All surfaces shall be free of visible film, dirt, dust etc. as well as of any markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily ▪ Clean and sanitize all surfaces	<ul style="list-style-type: none"> ▪ Walls, partitions ▪ Showers ▪ Doors ▪ Other surfaces 	<ul style="list-style-type: none"> ▪ Damp cloths ▪ Squeegees ▪ Germicidal disinfectant solution from spray bottles or pump up sprayers
Perform daily ▪ Clean and disinfect to remove all visible dirt, dust, grime, fingerprints, etc. ▪ Then use a clean cloth to wipe hardware giving it a uniform appearance	<ul style="list-style-type: none"> ▪ Door hardware ▪ Push/pull plates ▪ Kick plates 	<ul style="list-style-type: none"> ▪ Non abrasive cleaner ▪ Clean cloths
Perform monthly ▪ Clean and remove all visible dirt, dust, grime, etc.	<ul style="list-style-type: none"> ▪ HVAC grilles and vents 	<ul style="list-style-type: none"> ▪ Vacuum cleaner ▪ Clean cloths

2. Fixtures:

- All surfaces shall be clean and bright, free of visible film, dust, spots, stains, rust, green mold, encrustation, excess moisture.

Frequency & Action	Surface	Tools
Perform daily ▪ Clean and disinfect all surfaces ▪ Remove soil from all fixtures and adjacent areas ▪ Scrub and remove all remaining soil with cream cleanser ▪ Dry metal surfaces of faucets, handles, valves, etc.	<ul style="list-style-type: none"> ▪ Wash basins ▪ Toilets and urinals ▪ Grab bars ▪ Shower stalls and adjacent surfaces ▪ Fixtures and metal surfaces 	<ul style="list-style-type: none"> ▪ Germicidal disinfectant solution from spray bottles or pump sprayers ▪ Clean cloths ▪ Cream cleanser ▪ Scrub pads ▪ Acyd-type bowl cleaner ▪ Nylon bowl mops
Perform daily ▪ Empty, clean and sanitize.	<ul style="list-style-type: none"> ▪ Sanitary napkins receptacles ▪ Trash cans 	<ul style="list-style-type: none"> ▪ Germicidal disinfectant solution from spray bottles or pump sprayers ▪ Clean cloths ▪ Scrub pads

3. Mirrors and Glass Surfaces (horizontal and vertical):

- All surfaces shall be free of all visible dirt, streaks, watermarks, spots, etc. and shall not be cloudy (This does not concern exterior windows.)

Frequency & Action	Surface	Tools
Perform daily ▪ Clean and disinfect, remove tape, fingerprints, smudges, marks, streaks, etc.	<ul style="list-style-type: none"> ▪ Mirrors ▪ Glass surfaces ▪ Showers ▪ Lamps 	<ul style="list-style-type: none"> ▪ Clean damp cloths ▪ Spray bottles of germicidal disinfectant solution

4. Dispensers:

- ◆ Removal of soiled cloth towels and replacement with clean towels in private bathrooms will be performed on the basis of suite requirements.
- All dispensers shall be filled and be free of dust lint, streaks, smudges, etc.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Clean and sanitize. ▪ Check each dispenser. Refill in accordance with manufacturer directions ▪ Wipe surfaces adjacent to hand soap dispenser, remove spillage, leakage ▪ Replace soiled cloth towels with clean towels 	<ul style="list-style-type: none"> ▪ Toilet paper dispenser ▪ Hand soap dispenser ▪ Paper towel dispenser ▪ Toilet seat cover dispenser ▪ Sanitary napkin dispenser 	<ul style="list-style-type: none"> ▪ Toilet paper ▪ Hand soap ▪ Paper towels ▪ Toilet seat cover ▪ Sanitary napkins ▪ Keys to dispensers ▪ Clean cloth towels

5. Floors:

- ◆ Use adequate barricades and signs to provide sufficient warning prior to start.
- ◆ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ◆ Remove barricades and signs after the floor is dry.
- All surfaces shall be free of visible soil, stains, streaks, swirl marks, detergent film or any observable soil, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Sweep ,dust mop, spray buff. ▪ Damp mop all areas of the floor ▪ Use germicidal disinfectant to remove all remaining soil 	<ul style="list-style-type: none"> ▪ Hard floors ▪ Floor drains ▪ Baseboards 	<ul style="list-style-type: none"> ▪ Germicidal disinfectant solution from spray bottles or pump sprayers ▪ Dust mops ▪ Broom
Perform daily <ul style="list-style-type: none"> ▪ Clean and sanitize 	<ul style="list-style-type: none"> ▪ Carpets 	<ul style="list-style-type: none"> ▪ Germicidal disinfectant solution from spray bottles or pump sprayers ▪ Dust mops ▪ Broom

2.5.- Other areas:**1. Elevators:**

- All surfaces shall be clean and free of dust, streaks, stains, spots, smudges, scale and other removable soil.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Remove all streaks, smudges, spots ▪ Sweep and mop or vacuum clean floors as appropriate ▪ Clean door tracks 	<ul style="list-style-type: none"> ▪ Doors (both sides) ▪ Metal surfaces, buttons, button plates ▪ Floors ▪ Carpeted floors 	<ul style="list-style-type: none"> ▪ Glass cleaner ▪ Stainless steel polish ▪ Soft clean cloths ▪ Mops, brooms ▪ Vacuum cleaner

2. Drinking Fountains:

- All surfaces shall be clean and free of dust, streaks, stains, spots, smudges, scale and other removable soil.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Remove all streaks, smudges, spots and other removable soil i.e. coffee grounds, gum, etc. ▪ Disinfect all porcelain and polished metal surfaces, including the orifices and drain 	<ul style="list-style-type: none"> ▪ Drinking fountains ▪ Cabinets 	<ul style="list-style-type: none"> ▪ Spray bottles of germicidal disinfectant solution ▪ Clean cloths ▪ Scrub pads ▪ Cream cleanser

3. Waste Collection:

- ◆ Remove all collected trash to the designated area as directed by the AOC
- ◆ All work shall be performed in accordance with the AOC Recycling Program
- All containers shall be empty and free of visible dirt, dust and other debris. Where applicable, containers shall be lined with the appropriate trash bags.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> ▪ Empty of entire contents ▪ Replace soiled or torn trash receptacle liners to present a neat, uniform appearance ▪ Spot clean containers as required ▪ Return to the original location ▪ Remove all litter, paper, boxes and other items marked "trash" ▪ Haul trash and recyclables to the trash dock 	<ul style="list-style-type: none"> ▪ Recycling containers ▪ Wet waste containers ▪ Cigarette ash receptacles ▪ Other trash containers 	<ul style="list-style-type: none"> ▪ Spray bottles of germicidal disinfectant solution ▪ Clean cloths ▪ Scrub pads ▪ Cream cleanser

2.6.- Tasks for the Day Cleaning Division

1. The Day Cleaning Division is specifically responsible for the cleaning of the areas described below:

Area Type	Definition	Cleaning Frequency
Public access areas (Congressional identification not required for transit)		
<ul style="list-style-type: none"> • Exterior areas 	Entrances, stairways and landings (street side, to the sidewalk line)	At least two (2) times per day Hourly for HOB
<ul style="list-style-type: none"> • Interior areas 	Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators	At least three (3) times per day Hourly for HOB
<ul style="list-style-type: none"> • Public Restrooms 		every hour
<ul style="list-style-type: none"> • Other areas 	Courtyards, terraces	At least two (2) times per day Hourly for HOB

Area Type	Definition	Cleaning Frequency
Restricted access areas (Congressional identification required for transit):		
• Interior areas	Tunnels, subways	At least two (2) times per day Hourly for HOB
• Special private areas	High security areas, Health Units	At least one (1) time per day. More often if required
• Child Care Center	Diaper pickup (HOB only)	At least one (1) time per day. More often if required
• Clean-on request areas	Committee rooms, offices	Only if requested

2. Since cleaning frequency during the day is higher, a slight deviation from the cleaning standards is allowed.
3. Tasks to be performed in all areas except restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

2.1. Surfaces:

- Spot-clean furniture, remove marks from walls, doors, door jamb and trim;
- Dust light fixtures, rails, ledges and radiators;
- Clean glass surfaces and mirrors, remove marks from interior glass partitions and glass door panels;
- Wipe drinking fountains with a disinfectant solution;
- Wash and polish glass entrance doors;
- Clean and polish handrails;
- Wipe elevator doors.

2.2. Floors:

- Mop up wet areas caused by spillage, accidents or inclement weather;
- Clean floor, including baseboards and splashboards, remove shoe marks, oil, grease, stains, dust;
- Vacuum carpet areas, including inside elevators;
- Damp mop stairs and landings;
- Clean walk-off mats.

2.3. Trash:

- Pick up any paper/trash from the floor, remove wads of gum;
- Empty trash receptacles and recycling containers;
- Empty cigarette ash containers ensuring that contents, especially hot ashes, are kept separated from trash, recyclables and any other flammable items;
- Spot-clean containers as required;
- Replace liners as appropriate;
- Return containers to their original location;
- Remove soiled diapers from child care centers (HOB only);
- Take trash/recyclable collected materials to the appropriate staging area.

4. Tasks to be performed in all restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

3.1. Sink areas:

- Clean restroom entrance door (inside and outside);
- Empty trash receptacles, clean if necessary and replace liners;
- Clean and restock dispensers as needed (soap, paper towels, sanitary napkins);
- Clean sinks, countertops and mirrors. Polish chrome fixtures.

3.2. Shower areas:

- Clean shower and fixtures;
- Clean shower curtains and partitions.

3.3. Stalls:

- Clean doors, including hardware, and partitions as needed, remove graffiti;
- Empty trash receptacles and sanitary napkin containers, clean if necessary and replace liners;
- Clean and restock toilet paper dispensers as needed;
- Clean toilet bowls and seats, polish chrome fixtures.

3.4. Urinal areas:

- Clean urinals, polish chrome fixtures.

3.5. Rest Areas (Ladies Restrooms only):

- Spot-clean furniture;
- Clean mirrors.

3.6. Floors:

- Mop and clean all floors (including inside stalls, under urinals, shower, sinks and rest areas) Before starting, the cleaner will position adequate barricades and signs to provide sufficient warning to users. After finishing, he/she will only remove the barricades and signs when the floors are dry.

5. Due to the microorganisms found in restrooms and to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.

2.7.- Other Tasks**1. Other Cleaning Tasks**

- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Responsible	Tools
Perform 2 times/year: ▪ Clean floor under chair mats	▪ CB: Custodial Workers and/or Night Laborers ▪ HOB Custodians with laborers (moving heavy items over 25 lbs)	▪ Vacuum Cleaners with on board tools

2. Tasks performed by Others:

- ♦ The following tasks are performed by other entities:

Task	Responsible
Perform upon request ▪ Furniture shampooing ▪ Clean drapery	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO ▪ SOB: Day Upholstery Shop
Perform upon request ▪ Spot carpet cleaning	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO & Contractor ▪ SOB: Night Labor Division
Perform 1 times/year ▪ Clean blinds ▪ Clean drapery	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO & contractor ▪ SOB: Upholstery Division & Contractor
Perform 2 times/year ▪ Clean windows (interior and exterior)	▪ CB: Contractor ▪ HOB: Contractor & labor force (Interior Surfaces) ▪ SOB: Contractor 3x/Y

Section 3 – Process Control

3.1 Key Performance Indicators (KPIs)

KPIs are defined in the appropriate section of the Day Cleaning Operations manual (AOC-CP3.3) and the Night Cleaning Operations manual (AOC-CP3.1).

3.2 Records Retention Schedule

There are no record requirements for this guide.

3.3 Training

There are no training requirements for this guide.

Section 4 - Modifications

Main changes are the addition of items 1.2 Policy, 2.6 Tasks for the Day Cleaning Division, and of new Section 5 Implementation. Detailed changes list is available with Quality Management

Section 5 –Implementation

1. The following is required for the implementation of this process manual:

WHO	Will do WHAT	By WHEN
Organization Managers	✓ Distribute a copy of this guide to all personnel performing or supervising cleaning duties in both the day and the night shifts	Within one week of publication of this manual


Section 6 –Attachments

No documents are attached.

AOC Quality System Chapter 3
Facilities Management

QUALITY MANAGEMENT
Ford Building – Room H2-514 – x 6-0632




Hector Suarez
Deputy Chief of Staff

PROCESS MANUAL AOC-CP3.3 – v1.0 (05/04)

May 2004

DAY CLEANING OPERATIONS

Section 1 - Introduction

1.1 Purpose

Ensure that public spaces and public restrooms in congressional office buildings under the care of the Architect of the Capitol are cleaned following high hygiene standards, providing Congressional Elected Officials, their staff and the general public with clean and sanitary facilities.

This process manual defines uniform operating procedures for conducting day cleaning tasks and their relevant quality assurance activities.

1.2 Policy

It is the policy of the Architect of the Capitol to provide a high quality cleaning service to building occupants and visitors.

To do so, the AOC has established a comprehensive set of cleaning standards (see Guide AOC-QS3.2 Cleaning Standards), as well as general procedures to guide cleaning operations, provide guidance for special situations, and define a clear methodology to conduct cleanliness inspections and assess the services being provided.

1.3 Scope

Provisions contained in this manual affect all employees who perform cleaning tasks during the day shift and all buildings in which cleanliness is under the responsibility of the Architect of the Capitol.

The following jurisdictions and buildings are cleaned by AOC personnel and therefore are directly affected by this process:

- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Cannon, Longworth and Rayburn buildings.

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- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Cannon, Longworth and Rayburn buildings.

- ⇒ Senate Office Buildings: Dirksen, Hart and Russell buildings, Webster Hall Page Dormitory; Senate Child Care Center (on demand, labor division).

The following jurisdictions and buildings are cleaned by AOC selected Contractors and therefore may be affected by this process:

- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Ford Building (including Child Care Center).
- ⇒ Senate Office Buildings: Dirksen, Hart and Russell buildings, Webster Hall Page Dormitory; Senate Child Care Center.
- ⇒ Other buildings: Eeney, Chestnut and Gibson Memorial Building (U.S. Capitol Hill Police Headquarters), Postal Square, Thurgood Marshall building.
- ⇒ Botanic Garden.

The following jurisdictions and buildings are not serviced under AOC responsibility and therefore are not affected by this process:

- ⇒ Capitol Building, Senate side.
- ⇒ Library of Congress: Jefferson, Adams and Madison buildings.
- ⇒ Supreme Court Building.

The Capitol Power Plant, although cleaned by AOC personnel, is not contemplated in this document at the time of approval.

1.4 Responsibility

The **Superintendent**, the **Deputy Superintendent** and the **Assistant Superintendents** may provide guidance and support regarding the implementation of the provisions contained in this process manual.

The **Assistant Superintendent** assigned to cleaning tasks (Capitol Building and Senate Office Buildings jurisdictions) and the **Supervisory Services and Compliance Specialist** (House Office Buildings jurisdiction) are the Owners of the Day Cleaning Process. Their duties include:

- ⇒ Implement and maintain the provisions contained in this process manual;
- ⇒ Steer the Day Cleaning Division towards the achievement of AOC cleaning goals;
- ⇒ Ensure that employees have the appropriate resources to perform their duties, including training, tools, materials and equipment;
- ⇒ Inform management of issues related to this process, including identified trends and needs.
- ⇒ Consolidate data into jurisdiction Cleanliness Reports and keep appropriate records.

The **Day Cleaning Division Supervisor** is responsible for the performance of the cleaning tasks. This function is performed by:

- Capitol Building jurisdiction: **Labor Division General Foreperson**
- House Office Buildings jurisdiction: **Day Cleaning Division Supervisor**
- Senate Office Buildings jurisdiction: **Day Labor Division Supervisor** (for employees) and **Building Inspectors** (for contractors)

His/her duties include:

- ⇒ Take corrective action as necessary to ensure that the instructions contained in this process manual are applied;
- ⇒ Provide guidance to team leaders on how to improve their own performance and their team's;
- ⇒ Analyze and act upon trends identified in the daily inspections;
- ⇒ Ensure that employees make use of the tools, materials and equipment necessary for a safe and effective performance;
- ⇒ Conduct monthly unscheduled inspections to verify that the inspection procedure is in place and effective.

The **Assistant Supervisor** is responsible for the follow-up on action plans and work orders as well as to support the Supervisor. In the Capitol Building jurisdiction, this function is performed by the **Labor Supervisor, Day Shift**.

His/her duties include:

- ⇒ Conduct the daily follow-up on work orders and action plans and take the necessary measures to ensure quick and effective resolutions;
- ⇒ Conduct inspections to ascertain team leaders proficiency;
- ⇒ Support the Supervisor as required.

Team Leaders are responsible for the performance of AOC employees assigned to cleaning tasks. Their duties include:

- ⇒ Provide guidance to custodians and laborers on how to improve their performance;
- ⇒ Conduct daily cleanliness inspections on buildings cleaned by AOC employees;
- ⇒ Take corrective actions as necessary to ensure cleanliness level is reached.

Custodial workers and laborers (AOC employees) are responsible for performing their assigned tasks in accordance to the AOC Cleaning Standards (see Guide AOC-CP3.2) and to the procedures contained herein.

Contract Officer Representatives (COR) and Contract Job Managers are responsible for supervising contractors' performance as stated in the relevant contracts. Their duties include:

- ⇒ Manage the cleaning contract;
- ⇒ Ensure that contractors utilize the appropriate resources to perform their duties, including training, tools, materials and equipment;
- ⇒ Provide instructions on opportunities for improvement and take corrective actions as necessary to ensure cleanliness level is reached.
- ⇒ Coordinate AOC's cleanliness inspections to verify contractors' performance;
- ⇒ Keep jurisdiction management informed of progress.

Contractors are responsible for performing their assigned tasks in accordance to the AOC Cleaning Standards (see Guide AOC-CP3.2). At HOB, contractors are also required to submit a quality assurance plan prior to contract start for AOC approval.

1.5 Safety Considerations

All functions involved in the initial implementation and the ongoing application of the provisions contained in this process manual are expected to comply with health and safety requirements regarding employees in the workplace.

Employees and contractors are expected to work and behave in a manner consistent with AOC Safety Policies and OSHA standards and follow safe work practices.

Whenever appropriate, employees and contractors are expected to wear the proper safety clothing or personal protective equipment (PPE) while performing their duties.

Section 2 - Procedures

2.1 General (see flowchart)

1. AOC definition of cleanliness is detailed in Guide AOC-CP3.2 Cleaning Standards. This document is part of the AOC Quality System.
2. AOC employees will be issued the necessary equipment and cleaning supplies to perform their tasks. These include, but are not limited to, cleaning carts, mops, buckets, brooms, dust pans, rags, cleaning and disinfecting solutions. Contractors are expected to provide their own cleaning supplies and equipment.

3. Tasks assigned to contractors and their frequencies will be defined in their contracts and may vary from year to year and from jurisdiction to jurisdiction. In case of conflict between this manual and the contract, the latter will prevail.
4. Custodians and laborers are informed – and constantly reminded – of AOC Cleaning Standards by their Supervisors, through cleanliness inspections and training.
5. Contractors are informed of AOC Cleaning Standards by the Contract Officer Representative, through feedback and follow-up meetings.
6. Employees are required to use and maintain the equipment in an appropriate manner and to report to their Supervisor any malfunction or defect for prompt resolution.
7. Custodians and laborers receive ongoing informal training on work procedures, equipment and product usage from their Supervisors. Vendors might also provide informal training on equipment and supplies. Formal training is provided through the Training and Employee Development Branch of the Human Resources Management Division. No formal annual training calendar is established.
8. The AOC is not responsible for training contractors. Contractors are expected to ensure that personnel rendering their services to the AOC perform in a professional and effective manner.
9. In the SOB jurisdiction, high security areas and health units are cleaned during the day shift. In HOB, they are cleaned by both the night and day shifts. In the Capitol Building, some high security areas and the health units are cleaned during the night shift.
10. Special conditions, meaning those that require tools and/or equipment not normally available to custodians, laborers, and/or contractors (i.e.: major spills or furniture damage) are addressed below (see 2.4 Special Conditions).
11. Inspections will be conducted as described below (see 2.5 Inspections and Reporting).
12. Contractor-cleaned areas will be inspected randomly either by Building Inspectors or by the COR as appropriate.
13. The Day Cleaning Division Supervisor will prepare a monthly report to keep the Assistant Superintendent assigned to cleaning tasks (CB and SOB) and the Supervisory Services and Compliance Specialist (HOB) updated on performance. The report will contain at least the following:
 - Cleanliness level: sats/unsats
 - Issued corrective action plans and their results
 - Personnel issues: praise & areas requiring improvement
14. The Assistant Superintendent assigned to cleaning tasks (CB and SOB) and the Supervisory Services and Compliance Specialist (HOB) will prepare a semi-annual report to keep jurisdiction management updated on performance. The report will contain at least the following:
 - Performance compared to goal and trend
 - Issued corrective action plans and their results
 - Personnel issues: praise & areas requiring improvement
 - Target for following period (% of sats / % of unsats)
15. The Contract Officer Representative will keep jurisdiction management updated on contractor performance as appropriate.

2.2 Day Cleaning Areas, Frequencies, and Tasks

1. The following applies to spaces cleaned by AOC employees. Contractors' areas, tasks, and frequencies will be defined in their relevant contracts. AOC's cleaning standards will be used as basis for contracts' requirements for consistency.
2. The Day Cleaning Division is responsible for cleaning the areas described in the table below.
3. Cleaning and inspection frequency will occur as detailed in the table below.

Area Type	Definition	Cleaning/Policing Frequency	Inspection Frequency
Public access areas (Congressional identification not required for transit)			
• Exterior areas	Entrances, stairways and landings (street side, to the sidewalk line)	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Interior areas	Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators	At least three (3) times per day Hourly at HOB	at least three (3) times per day
• Other areas	Courtyards, terraces	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Public Restrooms		every hour	at least three (3) times per day
Restricted access areas (Congressional identification required for transit):			
• Interior areas	Tunnels, subways	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Special private areas	High security areas and health units	At least one (1) time per day. More often if required	Only if requested
• Child Care Centers	Diaper pick up (HOB only)	At least one (1) time per day. More often if required	Only if requested
• Clean-on request areas	Committee rooms, offices, daycare centers	Only if requested	Only if requested

4. Tasks to be performed in all areas except restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

4.1. Surfaces:

- Spot-clean furniture, remove marks from walls, doors, door jamb and trim;
- Dust light fixtures, rails, ledges and radiators;
- Clean glass surfaces and mirrors, remove marks from interior glass partitions and glass door panels;
- Wipe drinking fountains with a disinfectant solution;
- Wash and polish glass entrance doors;
- Clean and polish handrails;
- Wipe elevator doors and metal surfaces (buttons, button plates).

4.2. Floors:

- Mop up wet areas caused by spillage, accidents or inclement weather;
- Clean floor, including baseboards and splashboards, remove shoe marks, oil, grease, stains, dust;

- Vacuum carpet areas, including inside elevators;
 - Damp mop stairs and landings
 - Clean walk-off mats.
- 4.3. Trash:
- Pick up any paper/trash from the floor, remove wads of gum;
 - Empty trash receptacles and recycling containers;
 - Empty cigarette ash containers ensuring that contents, especially hot ashes, are kept separated from trash, recyclables, and any other flammable items;
 - Spot-clean containers as required;
 - Replace liners as appropriate;
 - Return containers to their original location;
 - Take trash/recyclable collected materials to the appropriate staging area;
 - Remove soiled diapers from Child Care Centers (HOB only).
5. Tasks to be performed in restrooms are the following (unless stated otherwise, “to clean” means “to wipe with a disinfectant solution”):
- 5.1. Sink areas:
- Clean restroom entrance door (inside and outside);
 - Empty sanitary napkins receptacles and trash cans, clean and disinfect as necessary, replace liners;
 - Clean and restock dispensers as needed (soap, paper towels, toilet paper);
 - Clean and disinfect sinks and countertops;
 - Clean mirrors. Polish chrome fixtures.
- 5.2. Shower areas:
- Clean shower and fixtures;
 - Clean shower curtains and partitions.
- 5.3. Stalls:
- Clean doors, including hardware, and partitions as needed, remove graffiti;
 - Empty trash receptacles and sanitary napkin containers, clean if necessary, replace liners;
 - Clean and restock toilet paper dispensers as needed;
 - Clean toilet bowls and seats, polish chrome fixtures.
- 5.4. Urinal areas:
- Clean urinals, polish chrome fixtures.
- 5.5. Rest Areas (Ladies Restrooms only):
- Spot-clean furniture;
 - Clean mirrors.
- 5.6. Floors:
- Mop and clean all floors (including inside stalls, under urinals, shower, sinks, and rest areas) Before starting, the cleaner will position adequate barricades and signs to provide sufficient warning to users. After finishing, he/she will only remove the barricades and signs when the floors are dry.
6. Due to the microorganisms found in restrooms and to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.

2.3 Special Conditions (see flowchart)

1. Special Conditions are those that require tools and/or equipment not normally available to the custodian/laborer or the contractor employee. They can be either cleaning or maintenance issues:
 - ⇒ A cleaning condition occurs when a cleaning task cannot be completed within the tour of duty. Examples of cleaning conditions are: major spills, persistent stains;
 - ⇒ A maintenance condition occurs when a physical damage to the premises or an operation defect is identified and cannot be corrected by the cleaner. Examples of maintenance conditions are: leaking faucets, inoperative electrical outlets, burnt light bulbs, furniture damage.
2. Custodians/laborers and contractors will report all special conditions, either cleaning or maintenance issues, identified during their tour of duty to their team leader who will inform the Assistant Supervisor.
3. Whenever the circumstances allow for it, the Assistant Supervisor will proceed as follows:
 - Note the deficiency to open a CAFM work order;
 - If possible, affix a pre-printed self-adhesive note in the immediate vicinity of the affected item to be cleaned / repaired / maintained to inform the occupant that the AOC is aware of the condition and is addressing it (i.e.: stall door leading to mal-functioning toilet, mirror immediately above leaking faucet).
 - Open the CAFM work order as soon as possible.
4. During the following tour of duty, the Assistant Supervisor will check if the special condition has been addressed. If it hasn't, he/she will inform the Day Cleaning Division Supervisor who will ensure the condition is corrected as soon as possible.

2.4 Inspections and Reporting (see flowchart)

1. The following procedure applies to spaces cleaned by AOC employees. Contractors are expected to implement their own inspection procedures, although AOC building inspectors may verify the cleanliness level and request actions as appropriate. Contractors are encouraged to use AOC's inspection checklists for consistency.
2. Team leaders and the Assistant Supervisor (the Inspector) will conduct daily inspections. The daily frequency of inspections is detailed in the table above (see 2.2 Cleaning Areas, Frequencies, and Tasks).
3. Inspections will be conducted using the appropriate checklist contained in Section 6 of this process manual as follows:
 - ✓ Inspectors will mark items cleaned as established in the AOC Cleaning Standards as "sat". Items not meeting the criteria will be marked as "unsat".
 - ✓ Inspectors will point items marked as "unsat" to the custodian/laborer or contractor, who are expected to immediately correct the deficiency.
 - ✓ Inspectors will then re-inspect items marked as "unsat" to confirm that the deficiency has been corrected and mark the item as "sat" or "unsat" as appropriate in the inspection checklist.
 - ✓ If the item is still not clean, the inspector will indicate to the custodian/laborer or contractor what the cleaning standard is and ensure that the item is cleaned to satisfaction.
 - ✓ Maintenance deficiencies identified by the inspector during an inspection will be addressed as described above (see 2.3 Special Conditions).
4. At least once per month, the Day Cleaning Division Supervisor will conduct unscheduled inspections to verify that the inspection procedure is in place and is effective.
5. Employees' daily inspections will be sent to the Day Cleaning Division Supervisor for processing and monitoring of key performance indicators defined in Section 3.
6. If negative trends are identified, the Day Cleaning Division Supervisor will take corrective action, and follow its implementation until the trend is satisfactorily reversed.

7. The Day Cleaning Division Supervisor will summarize trends and actions in a monthly report to the Assistant Superintendent assigned to cleaning tasks (CB and SOB) or the Supervisory Services and Compliance Specialist (HOB).
8. The Assistant Superintendent assigned to cleaning tasks (CB and SOB) or the Supervisory Services and Compliance Specialist (HOB) will summarize trends and actions and inform of performance and goals in a semi-annual report to jurisdiction management.
9. The Contract Officer Representative will keep jurisdiction management updated on contractor performance as appropriate.
10. The Quality Assurance Management and Program Analyst may request reports copies for compliance and process control purposes.

2.5 Lost and Found

1. Objects found in public areas, including valuable objects such as wallets or jewelry will be deposited at the nearest U.S. Capitol Police office with a report of who turned in the item. Objects will be held for 30 days. After this period personal items will be returned to the finder while Federal Agency property will be disposed of through established procedures.
2. The U.S. Capitol Police Communications Person tracks the owner of cell phones and pagers upon receipt of the article.

Section 3 – Process Control

3.1 Key Performance Indicators (KPIs)

1. The goal of this instruction is two-fold:
 - ⇒ improve public areas cleanliness and hygiene, minimize customer complaints, and address customer concerns by meeting their expectations of clean well stocked, and appealing public restrooms;
 - ⇒ support continuous improvement of the workforce assigned to the Day Policing Division.
2. The following items will be used to measure the effective application of this instruction:
 - Number of inspections
 - Number of sats per building
 - Number of unsats per employee (not applicable to contractors)
3. This instruction will be deemed effective in achieving the goal if:
 - Number of inspections is as required or higher, but not lower (data significance)
 - Number of sats for the building is stable or increasing, but not decreasing (improvement)
 - Number of individual unsats is decreasing or stable, but not increasing (efficiency)
4. Note: Custodians' and laborers' individual scores will be used to measure the degree of employee performance and determine if further training or coaching is needed.
5. Contractors' performance indicators will be defined in their respective contracts. The COR will measure and follow-up on them. CORs are encouraged to adopt the same KPIs as for AOC employees for consistency.
6. Two years after the initial application of this Process Manual, KPIs will be updated to reflect the evolution of this activity.

3.2 Records Maintenance Schedule

1. Records necessary to the correct registry of the process are the following
 - Inspections: To be maintained by the Supervisor for three months
 - Monthly reports: To be maintained by the Supervisor for one year

- Semi-annual reports: To be maintained by Process Owners for two years
2. Records must be readily available during the pre-established conservation time. After this period they can be either transferred to the Records Management Division for proper conservation or destroyed as appropriate.

3.3 Training

1. Employees of the Day Cleaning Division will be required to attend mandatory safety classes as well as other relevant training as identified by management.
2. Team Leaders and the Supervisor will provide informal training on Cleaning Standards.
3. Contractors are responsible for their own training.

Section 4 - Modifications

1. This is version 1.0. No previous versions of this process manual have been issued.
2. This process manual supersedes process manual HOB-CP3.4 Day Cleaning Division Operations.

Section 5 - Implementation

1. The following is required for the implementation of this process manual:

WHO	Will do WHAT	By WHEN
Organization Managers	✓ Distribute a copy of this process manual and of guide AOC-QS3.2 Cleaning Standards to all personnel performing or supervising cleaning duties in the day shift	Within one week of publication of this manual
Organizations	✓ Procure/provide pre-printed self-adhesive notes for special conditions (see attachment for sample)	Within one month of publication of this manual
Supervisors	✓ start using the pre-printed self-adhesive notes as described in 2.3 above	Upon reception of the notes
Supervisors	✓ Start inspection routine as explained in 2.4 above, using the new inspection forms (Form AOC-QS3.3/01-0404 Public Areas Inspection checklist and form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist). ✓ Day Cleaning Division Supervisor to analyze data for action	Upon publication of this manual
Day Cleaning Division Supervisor	✓ Develop routine for analyzing data for action and reporting as appropriate on performance and cleanliness status	Upon publication of this manual

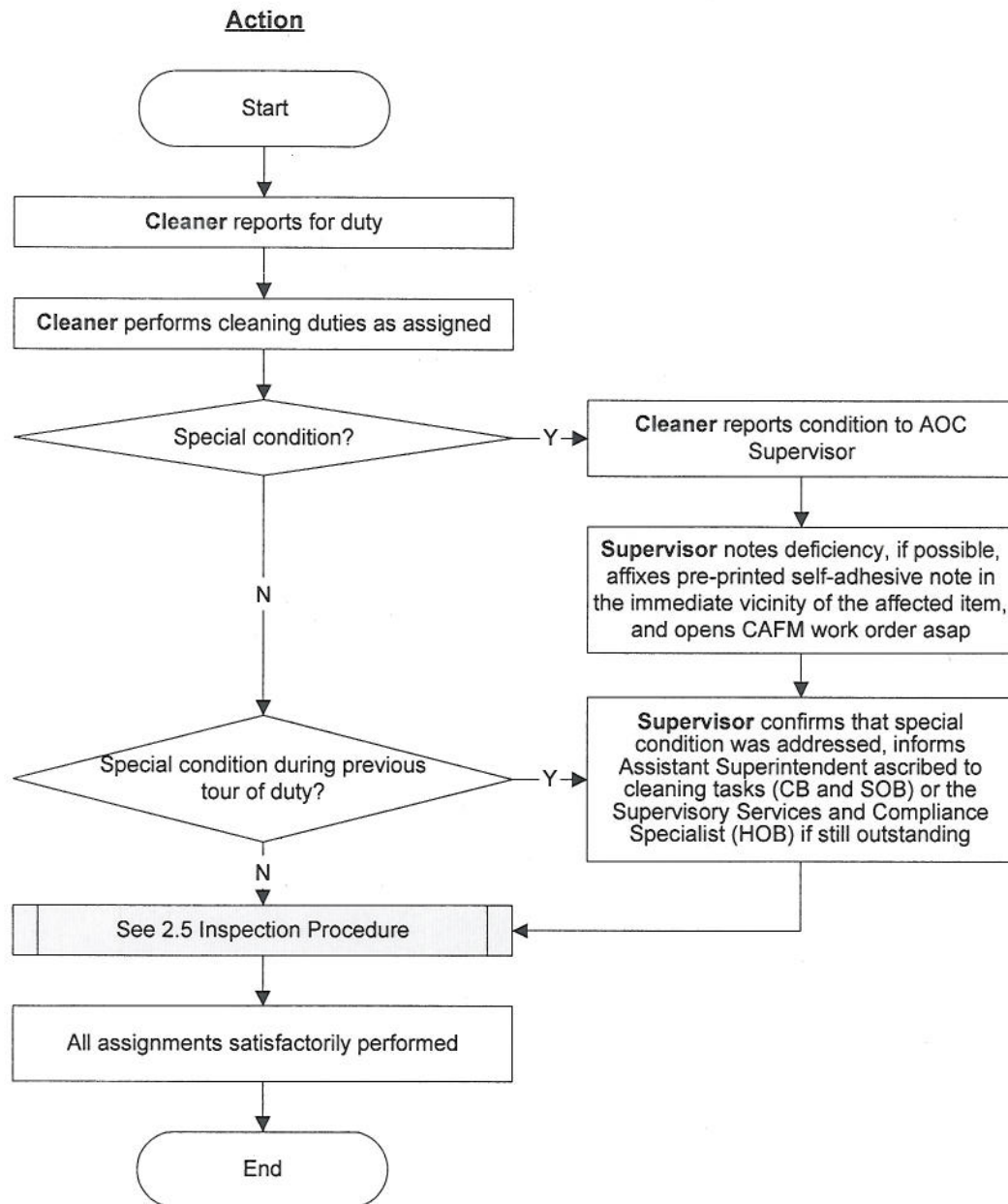
WHO	Will do WHAT	By WHEN
COR or Building Inspectors	<ul style="list-style-type: none"> ✓ Start contractors' inspection routine using the same forms as for Jurisdiction employees (Form AOC-QS3.3/01-0404 Public Areas Inspection checklist and form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist as appropriate); ✓ Develop routine for analyzing data for action and reporting as appropriate on contractor's performance and cleanliness status 	Upon publication of this manual
Assistant Superintendent assigned to cleaning duties	<ul style="list-style-type: none"> ✓ Develop routine for reporting semi-annually on performance and cleanliness status 	Upon publication of this manual
Day Cleaning Division Supervisor	<ul style="list-style-type: none"> ✓ Start monthly random unscheduled inspections using the inspection forms 	Upon publication of this manual

Section 6 – Attachments

The following documents are attached:

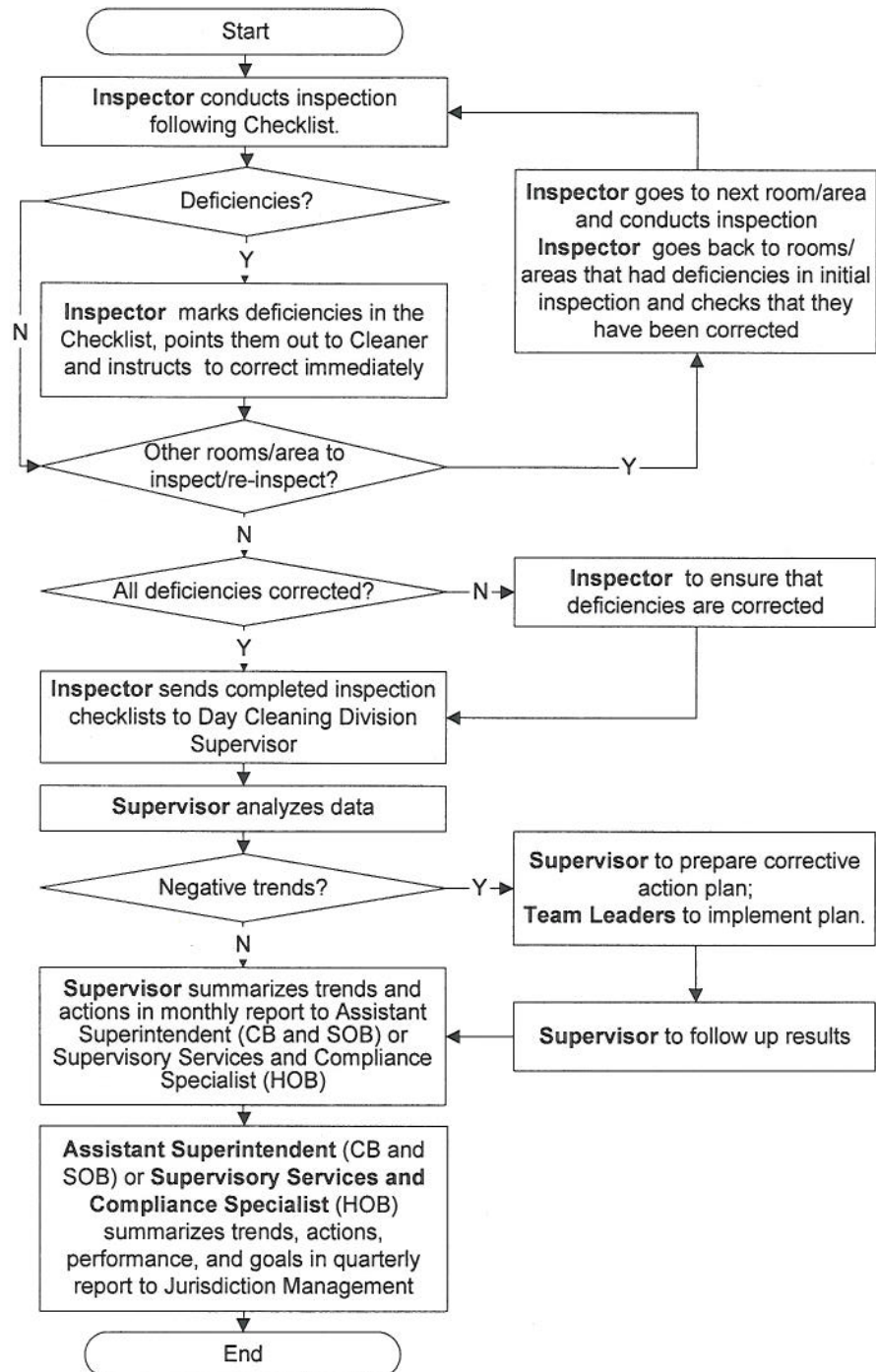
- Flowcharts:
 - 2.1 General Cleaning Operations and 2.3 Special Conditions
 - 2.4 Inspections and reporting
- Other resources:
 - 2.3 - Special Conditions – Sample of pre-printed self-adhesive note
- Documents:
 - Form AOC-QS3.3/01-0404 Public Areas Inspection checklist
 - Form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist

2.1 General Cleaning Operations and 2.4 Special Conditions



2.5 Inspection and Reporting

Action



2.3 - Special Conditions – Sample of pre-printed self-adhesive note



While performing cleaning duties, we
identified the following condition

.....
We are working to address this issue and
apologize for any inconvenience caused.
For more information, call the Service
Center at extension n-nnnn

The Office of the Superintendent

**AOC – CP3.3 – Day Cleaning Operations
Day Cleaning Tasks Inspection Checklist**
(Form AOC-QS3.3(01-0404)

ARCHITECT OF THE CAPITOL
WASHINGTON, DC 20515

Date:
 Building:
 Inspector:
 Employee:
 Assignment:

QUALITY MANAGEMENT
Ford Building – Room H2-514

Instructions: Mark satisfactorily completed items (sats) with ✓ or 1 and unsats with X or 0 in “1-0” column. If item N/A, leave **blank**. Unsats must be addressed on the spot. Re-inspect unsats and mark with 1/✓ or 0/X as appropriate in column “C”. If still unsat, instruct on how to clean item. Ensure item is cleaned before leaving.

Type	Surface and Task
Exterior areas (Entrances, stair-ways, landings, street side – inspect 2x day)	Floors, stairs and landings are clean
	Handrails are clean and polished
	Entrance doors and glass panels are clean
	Ash containers are clean
Interior areas (Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators – inspect 3x day)	Space is free of trash, wads of gum removed
	Floor mopped and dry (even on inclement weather)
	Doors, jams, glass panels & trims are clean, no marks
	Walls are clean, no marks
	Interior glass partitions are clean, free of marks
	Glass surfaces, mirrors and pictures are clean
	Furniture is clean (tables, couches, statues, etc)
	Light fixtures are clean, free of dust
	Radiators are clean and free of dust
	Rails and ledges are clean, free of dust
	Elevator doors are clean, carpet is vacuumed
	Drinking fountains are clean and disinfected (Cabinet, drain, porcelain and fixtures)
Interior areas floors & stairs (same as above - inspect 3x day)	Trashcans & recycling containers are clean, relined
	Space is free of trash, wads of gum removed
	Carpeted floors are clean, no debris
	Hard floors are clean
Other areas (Courtyard, terrace, tunnel, subway – inspect 2x day)	Baseboards and splashboards are clean
	Stairs and landings are mopped and clean
	Handrails are clean and polished
	Space is free of trash, wads of gum removed
	Space is free of obstacles, boxes, furniture
	Floors are clean, mopped, free of debris
	Access doors are clean (inside and outside)
	Furniture is clean (tables, couches, statues, etc)
	Space is free of trash, wads of gum removed

[illegible]

[illegible]

AOC – CP3.3 – Day Cleaning Operations
Public Restrooms Day Cleaning Inspection Checklist
(Form AOC-QS3.3/02-0404)

ARCHITECT OF THE CAPITOL
WASHINGTON, DC 20515

QUALITY MANAGEMENT
Ford Building – Room H2-514

Date:
Building:
Inspector:
Employee:
Assignment:

Instructions: Mark satisfactorily completed items (sats) with ✓ or 1 and unsats with X or 0 in “1-0” column. If item N/A, leave **blank**. Unsats must be addressed on the spot. Re-inspect unsats and mark with 1/✓ or 0/X as appropriate in column “C”. If still unsat, instruct on how to clean item. Ensure item is cleaned before leaving.

Type	Surface and Task
Sinks area	Restroom door is clean (inside and outside)
	Trashcans are clean and relined
	Soap dispensers are clean and filled
	Paper towels dispensers are clean and filled
	Sanitary napkins dispensers are clean and filled
	Sinks, countertops and mirrors are clean
Stalls	Chrome fixtures are polished
	Floor is mopped and clean
	Doors, hardware, partitions are clean, no graffiti
	Sanitary napkins containers are clean and relined
	Toilet paper dispensers are clean and filled
	Toilet bowl and seat are clean, fixtures polished
Urinals area	Floor is mopped and clean
	Urinals are clean, fixtures polished
	Floor is mopped and clean
Showers area	Showers and fixtures are clean
	Shower doors and partitions are clean
	Shower floors are mopped and clean
Rest Area	Furniture is clean
	Floor is mopped and clean

[illegible]

Notes:

[illegible]